

To begin an Honors Project, please complete form and submit to CHP@bhcc.edu

HONORS CONTRACT INITIATION

Commonwealth Honors Program, Bunker Hill Community College

Student Name _____ Student ID _____

Telephone _____ Email _____ Semester _____ Year _____

Course Title _____ Course Number _____

Faculty Mentor _____ Department _____

Mentor Telephone _____ Mentor Email _____

Title or Description of Project _____

Project Objectives _____

Mentor's Expectations / Deadlines _____

Meeting Times for Faculty and Student (minimum of 4 meetings)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The undersigned agree to the project terms outlined here:

Mentor Signature _____ Date _____

Student Signature _____ Date _____

I, the student, understand plagiarism is academic dishonesty and pledge to not plagiarize on this Honors Project. I will use reputable online and print sources, utilize these sources effectively and appropriately in my writing, and provide appropriate attribution, both in the text of my essay and in a correctly formatted Works Cited page. This will allow me to create an Honors Project that is unique and adheres to the high standards of Honors scholarly achievement. (If you are uncertain of whether you know how to properly cite sources, please refer to our guide.)

Student Signature _____ Date _____

CHP Project Requirements:

Honors Projects require a minimum of 20 hours of student work.

RESEARCH PAPERS (minimum 10 page essay)

- The essay should include analysis and critical thinking. Researched material should be smoothly integrated into the writer's work, supporting the essay thesis (not a "data dump").
- Properly researched, well-written and effectively edited for good grammar and spelling
- Research papers can also be extended versions of assigned and/or completed essays in the course. (For example, a 7 page class assignment can become a 14 page honors paper.)

OTHER TYPES OF PROJECTS (minimum 5 page essay):

- Laboratory research, psychology research, mathematics, field study in environmental science, an art portfolio, experiential work, internship, or Honor Students in Action (Volunteering).
- **ALL PROJECTS MUST INCLUDE WRITTEN ANALYSIS OF WORK DONE-** Written work can be a journal or log of events that include reflection, critical thinking and analysis of the work completed.

Contract accepted by the CHP _____ Date _____

Faculty Mentor Instructions for Honors Projects

Student Qualification for Honors Projects:

Students must be members of the Honors Program. If the student is not yet a member, they must become one before beginning the project. Students can apply via bhcc.edu/honors.

Students must be earning or have received a final grade of B or higher in your course. If the student is not earning/has not received a minimum grade of B, then you should not agree to mentor an Honors project. Students who have completed your course approximately within the past two years can do an Honors component with you.

General Information:

- 1) An Honors Project does not affect the student's grade in your course. It is additional work derived from and inspired by your course material.
- 2) An Honors Project may be initiated up to two years after the course is completed.
- 3) The Honors Project may continue up to 30 days beyond the end of the semester in which it is initiated.
- 4) Professors can mentor no more than two students per semester and a total of four students per academic year (Fall, Spring, Summer).

Expectations of the Mentor:

- 1) You should be prepared to meet with the student **for four to five meetings** during the project. You should have a **minimum of two hours** of contact time with the student. Honors stipends are \$45 per meeting (for a maximum total of \$225 for the project).

Please document your meeting times (using the attached time/activity log) as well as any correspondence with the student.

2) During meeting times:

- a. Student and mentor will complete the **Honors Contract Initiation** form.
- b. Student and mentor will discuss concepts and material for the project.
- c. Student and mentor will discuss rough drafts of the project and the mentor will give feedback and offer suggestions.
- d. The mentor will discuss **plagiarism** with the student. It is the mentor's responsibility to determine that the paper is adequately researched and effectively documented.
- e. When the mentor determines that the project is complete, he/she will sign the **Honors Project Completion** form. (The student should provide this form.)

Your stipend of \$225 per project will be paid through a Payroll Action Form (PAF). The PAF will be prepared upon the start of a project and sent by email to the mentor with instructions. The stipend will be paid upon submission of the student project OR submission of your time/activity log and correspondences with the student to CHP@bhcc.mass.edu. The student does not have to complete the project in order for the faculty mentor to be paid.

Your Expectations for the Student:

- 1) The student should collect and return completed forms to CHP@bhcc.edu and CC their faculty member. Faculty members are not expected to deliver paperwork.
- 2) The student must work independently and produce original work.
- 3) The student must have earned or maintains a grade of B or higher in your course.

QUESTIONS? Email the CHP at CHP@bhcc.mass.edu

Honors Project Faculty Mentor Time/Activity Log

Faculty Mentor _____ Department _____

Mentor Contact Email _____ Mentor Contact Phone _____

Student Name _____

Telephone _____ Email _____ Semester _____ Year _____

Course No. and Title _____

Title or Brief Description of Honors Project _____

Time/Activity Log

Date of Meeting	Start & End Time	Total Time (e.g., 30 min.)	Brief Meeting Notes

Please fill out this time/activity log sheet, save it as a PDF, then email it to CHP@bhcc.mass.edu along with all related correspondences you have had with your student. Your PAF stipend form will be prepared upon receipt of these documents by the CHP Co-directors.

QUESTIONS? Email the CHP at CHP@bhcc.mass.edu

Student Instructions for Honors Projects

*Please follow the following steps for successful completion of an honors project.
If you have any questions, please contact CHP.*

- 1) The student should contact their professor to request that the professor mentor an honors project.

The course may be one in which you are currently enrolled, or have taken and passed in a previous semester. You must have earned or be earning a B or better in their coursework to initiate an honors contract for that course. Earning a final grade of less than a B will nullify the honors contract.
- 2) Students will download the **Honors Initiation Form** and **Instruction sheet** from bhcc.edu/honors. You will meet with your mentor to fill out the form and discuss your project. Please complete and sign the form, then return it to CHP@bhcc.edu
- 3) You will meet with your mentor throughout the semester to discuss the project and adhere to your mentor's deadlines. You will meet with your mentor throughout the semester to discuss the project and adhere to your mentor's deadlines. **The Honors Project may continue up to the end of the semester following the point of initiation (e.g., projects started in October are due in May) EXCEPT when a student is due to graduate that May.**
 - a. If a project starts in Fall, then the project is due April 15 (for Spring graduates).
 - b. If a project starts in Spring, then the project is due August 1 (for Summer graduates) or November 15 (for Fall graduates).
 - c. If a project starts in the semester of graduation, then the project is due on the date given in (a) or (b) above.
- 4) **When your project is complete, you and your mentor will sign the Completion Form.** The mentor will review and approve your final draft of your project.
- 5) The student will deliver the final project and the signed completion contract to CHP@bhcc.edu for approval by the CHP directors. The students should CC the faculty member on this email.

QUESTIONS? Email the CHP at CHP@bhcc.edu.

To finish an Honors Project- complete form, attach form as cover sheet for your project, then submit project to E145.

HONORS PROJECT COMPLETION

Commonwealth Honors Program, Bunker Hill Community College

Student Name _____ Student ID _____
Telephone _____ Email _____ Semester _____ Year _____
Course Title _____ Course Number _____
Faculty Mentor _____ Department _____
Mentor Telephone _____ Mentor Email _____
Title or Description of Project _____

The undersigned agree that the final project meets or exceeds CHP requirements for Honors designation:

Student Signature _____ Date _____

Mentor Signature _____ Date _____

***** MENTORS: You will receive an email from the CHP about your stipend.*****

Final Project accepted by the CHP: _____ Date _____

Final Project not accepted by the CHP for the following reasons: _____ Date _____

QUESTIONS? Email the CHP at CHP@bhcc.edu