



HONORS CONTRACT APPLICATION *Spring 2018*

Andrea Salis, PhD
Associate Professor, HPED Department
Faculty Fellow, Office of Academic Affairs, A503
(718) 631-6344 / asalis@qcc.cuny.edu

Sebastian Benjamin Murolo, CPA, MBA, CMB
Assistant Professor, Business Department
Faculty Coordinator & Chair, Honors Committee
(718) 281-5425 / smurolo@qcc.cuny.edu

An Honors Contract offers students the opportunity to create and implement a substantial project within a discipline and with the support of their professor as faculty sponsor for a course in which they seek Honors credit.

Your Honors Contract should incorporate at least some of the following criteria/characteristics:

- **Involvement that goes beyond normal course assignments;** typical examples include field research, interviews, original compositions or artworks, or laboratory research.
- A lecture, recital or presentation appropriate to the discipline.
- Research that clearly articulates and addresses an interesting, manageable disciplinary or theoretical problem.
- Research that engages more deeply with the relevant scholarly or professional literature, or with a wider range of texts.
- Research that demonstrates mastery of methodology, vocabulary, or theory within the discipline, and/or more extensive or challenging readings, research or writing projects than what is ordinarily included in a university course in that discipline and at that level.
- Uses the citation system appropriate to the discipline.

OTHER REQUIREMENTS:

Research 101 Certificate. If your Honors Contract Project Application is approved, you must subsequently complete a Research 101 Certificate Class offered by the QCC Library in order to receive honors credit. Lasting about one hour, the one-session class is offered at different times so students can choose the time that works best for their schedule. *Note: student does not need to attend the workshop if they have done so previously.* For class dates and to sign up, go to: [QCC Library Calendar site](#)

HONORS CONTRACT APPLICATION due Tuesday, February 20, 2018 at 5 p.m.

WHAT TO SUBMIT IN YOUR APPLICATION: A completed Honors Contract Application form, signed by student, professor/faculty sponsor, and Department Chair.

HOW TO SUBMIT YOUR APPLICATION: Email the completed and signed application to Honors@QCC.cuny.edu or deliver to the *Office of Academic Affairs, Administration Building, Room A503*. Please retain a copy of the completed contract for your records.

APPROVAL PROCESS: The Honors Committee will review your application and score it based on the Honors Contract Application Scoring Rubric (see final page of this document). You will be notified via email by **Wednesday, February 28, 2018** whether your application has been approved or whether the Honors Committee requests revisions to the application.

FINAL PROJECT DUE DATE: Final Projects are due to the Office of Academic Affairs, along with a signed Honors Contract Certificate of Completion, on Monday, May 21, 2018.

Honors Contract Application Scoring Rubric

Is the contract content directly associated with the specified course taken by the student during the current semester?

YES / NO

If no is selected, the contract is not accepted.

Dimension	0 points	1 point	2 points
Project Description	No project description provided.	Project description is unclear.	Detailed description of project and methodology provided.
Resources Student will use	Examples of resources are not provided.	One or two examples of resources provided.	A comprehensive listing of resources is provided.
Format of final project	Proposal does not sufficiently describe the form that the final honors project will take.	The proposed product is described in some depth.	The proposed product is described in depth and with sufficient detail. Meets the criteria listed on page one of the contract.
The extent and depth of project distinguishes it from the regular expectations for the course	There is no description of how the project distinguishes itself from the regular expectations for the course.	The information provided does not distinguish the proposed honors project from the regular expectations for the course.	The description of the project explains how it distinguishes itself from the regular expectations for the course.
Student learning outcomes (SLOs)	No outcomes are listed.	The SLOs are listed but not aligned with the description of the project.	The SLOs are clearly stated and are aligned with the description of the project.
Timeline	No timeline is listed. Does not provide information regarding scheduled meetings, draft reviews, and/or important benchmarks	A timeline is listed but does not provide information regarding scheduled meetings, draft reviews, and/or important benchmarks	A detailed timeline providing dates for scheduled meetings, draft reviews, and other important benchmarks is provided.

A minimum score of 9 points is required for approval.

Note: Honors credit will be given ONLY to the course directly associated to the work described in the contract. The Honors contract and the course it is associated with must be done during the same semester. Students must earn a B- or higher in the course to receive honors credit.

Complete ALL sections below - must be typed or legibly written.

Please use separate pages if necessary.

Student Name: _____ CUNY ID: _____

Tigermail Address: _____ Cumulative GPA: _____

Date Honors Contract Project Application submitted to the Office of Academic Affairs:

Date Honors Contract Project to be completed:

Course No. _____ Section _____ Professor: _____

1. TITLE OF PROJECT:

2. Project Description:

3. Sources for project – please give as much detail as possible. You may not know all reference sources in advance of your project, but should be able to provide general ideas of your sources and at least one or two specific sources you will reference:

4. Describe the final form the project will take (research paper, creative writing project, PowerPoint presentation, lecture-recital, etc.). Provide details such as length of paper, audience for presentation, citation format, or other specifics that apply to the format of your project's final product:

5. Describe how this project goes beyond the normal expectations of the class:

6. General education and /or discipline-specific outcomes met by this project

(See the [GenEd website](#))

7. Timeline of scheduled meetings, draft deadlines, or important benchmarks – please provide as detailed a timeline as possible for the project:

By signing below, the student recognizes that the Honors Contract assignments must be completed in addition to regular course requirements. In order to receive an Honors notation for the course on his/her transcript, he/she also agrees to complete the project in accordance with Honors standards and CUNY's policy of academic integrity and by the dates specified in this contract. Student also acknowledges herein that he/she must attend an Honors Library Workshop (unless done so previously in a prior semester) in order to receive honors credit.

X _____

Student Signature / Date

X _____

Faculty Sponsor Signature / Date

X _____

Department Chair Signature/Date