HONORS PROGRAM - Spring 2016

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Introduction to Honors Contracts:
An Honors Contract encourages an overall intellectual experience which goes beyond normal class requirements to achieve a deeper knowledge of the course topic and materials. Faculty mentors work closely with students to oversee all aspects of student work from completion of the Honors Contract Application to the final product.

Criteria:
A student may apply for an Honors Contract if he/she meets the following criteria:
• Students must have completed a minimum of 9 college credits with a minimum GPA of 3.
• If a student’s GPA is below 3.0, he/she must provide a written recommendation from an individual faculty member or department chair indicating a significant strength in the discipline for which an Honors contract is requested.
• Incoming students with a strong high school background may complete an Honors Contract application with written permission from a faculty member, department chair or the Director of the Honors Program.

Application Deadline:
The deadline for submitting an Honors Contract Application for the Spring 2016 semester is Monday, February 29th, 2016 - 5:00 p.m. This due date is non-negotiable. A hard copy of the Honors Contract Application is to be submitted no later than that date to Ms. Carol Imandt, Office of Academic Affairs, Administration Building, Room A503. Students should retain a copy of their completed Application for their records. All applications will be reviewed and scored by members of the Honors Committee. Applicants will be notified by email as of the status of their application by Monday, March 7th, 2016.

Honors Contract Requirements:
1. Completion of an Honors Library Workshop (See Honors Contract for list of dates and times.)
2. Proof of workshop attendance must be provided for students to receive Honors credit. (This workshop need to be taken only once during the student’s career at QCC.)
3. Honors credit will be given ONLY to the course directly associated to the work described in the contract. Both the Honors coursework and the course it is associated with must be taken during the same semester.
4. Students must receive a grade of B- or better in the course for which they have pursued an Honors Contract to receive Honors credit.

Library Workshop:
Students must sign in, provide their CUNY EMPL ID number and attend the entire workshop. For questions regarding the workshop, please contact Professor Mohess via email at NMohess@qcc.cuny.edu or call at 718-631-6601. No Honors credits will be awarded unless completion of the library workshop is confirmed.
The Review Process:
All contract applications will be reviewed by members of the Honors Committee and scored utilizing a rubric. A minimum of two Committee members will review and score each contract application. If two members do not reach a consensus regarding the scoring of the contract, a third member will be asked to score. Committee members have the option to accept the contract as provided or request that a revision be made. All applicants will be advised as to the status of their application. Recommendations for revision are shared with applicants who will have a finite time to provide a revised application.

The Final Product:
1. All completed Honors projects, along with the signed Certificate of Completion, must be submitted to Ms. Carol Imandt, Office of Academic Affairs, Administration Building, Room A503, on or before May 16, 2016. This due date is non-negotiable.
2. Library workshop completion certificates must be attached to the completed project when submitted for the Honors credit to be validated.
3. All Honors work must be completed in accordance with Honors standards and CUNY’s policy of academic integrity.
4. The project must be typed using Times New Roman, 12-point font, approx. 2,500 words, with documentation appropriate to the discipline, OR by preparing a visual or performance project with a 2-page written summary of the project’s learning outcomes.
5. Honors Contract submission material (final project) is expected to meet the criteria below; your faculty mentor will provide specific guidelines for your project.

Research projects:
- clearly articulate and address an interesting, manageable disciplinary, creative, aesthetic or theoretical problem;
- respond to a problem in an area of on-going, active research and engage deeply with relevant scholarly or professional literature, or with a wider range of texts;
- show a level of involvement or fieldwork that goes beyond normal course assignments; typical examples include, but are not limited to, field research, interviews, laboratory research or sustained revision or textual development;
- demonstrate mastery of methodology, vocabulary, techniques, 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;

Non-research projects:
- clearly articulate and address an interesting, manageable disciplinary or theoretical, creative or aesthetic issue or problem;
- include or demonstrate some measure of self-assessment or self-reflective integrative learning;
- demonstrate a level of involvement, fieldwork, or production that goes beyond normal course assignments
- demonstrate mastery of disciplinary methodology, vocabulary, technique, or theory that are beyond the regular expectations of the course;
- use the citation system appropriate to the discipline.