



Honors Contract General Guidelines To be filled out by Faculty and Student

1. **Type** all information on the **contract form**.
2. **Describe** the special project (Step 2 on contract form) on a **separate sheet** (sample on back of this page).
 - ❖ *At the top of the page, please stipulate the following:*
 - Honors Contract Spring 2002
 - Your name and ID #
 - The class and your instructor's name
 - ❖ *Description of the project:*
 - The student must show development of advanced writing skills through synthesis and original thought in expanded **writing projects, research papers, and critical essays**. This should entail a minimum of ten pages in writing.
 - In describing the honors enhancement, please include substantially more **reading and utilization of primary materials**.
 - The student must show **enhancement and enrichment** through an outside-class activity.
 - The student must show development of **oral skills**. This requires a 15-minute (minimum) presentation to the class.
 - ❖ *Learning methods and evaluation techniques used by instructor.*
3. If **more than one student** is completing the same contract, the same explanatory material may be attached to each contract.
4. Also, **attach** the course **syllabus** to the contract to demonstrate the way in which the honors contract is an addition to the regular course material. The contract you submit is the only document Chaffey has to substantiate your course as an honors course.
5. Submit the contract to the honors office in EOPS-9 for approval by the Honors Program committee.
The contract must be turned in before Monday, September 23, 2002.
6. After the contract is approved, it will be returned to the professor.
7. At the end of the semester, the professor needs to complete the contract (recording the student's grade). The grade is the student's **grade for the course**, which should be a combination of work completed for the honors contract and for the core course. Then resubmit it to the honors office in EOPS-9 or to the honors mailbox in SS-8.