Chaffey College Honors Program Contract

This contract serves as an agreement between the Honors Program, the student and the faculty member. After the Honors Committee approves the initial proposal, the student will work closely with the faculty member on the approved project. The project must be completed by the end of the agreed upon semester, and have three components:

- A written research component (minimum 10 pages), including primary and secondary sources
- An oral component (15 minutes presentation)
- An outside class activity: for example a conference, museum, lecture

The student must submit an outline detailing the project by the deadline, and the Honors Program Committee will notify the student via e-mail whether or not the project is approved. The committee may suggest changes to the project, and ask for an updated outline prior to its approval. Once approved, the student may move forward with the faculty member on the project.

This written agreement must be filled out by the student and approved by the instructor.

Contracts and outlines must be submitted the 8th week of a regular semester. It is advised, however, that students submit their contracts well in advance so that the committee has adequate time to review their proposals.

Only from students who are admitted to the Honors Program may earn Honors credit via contracts.

Honors Students may only complete 12 of their 18 units via contract.

Contracts in Fast Track/Summer Classes

- The Honors Program may permit students to undertake Honors contracts for fast track & summer classes, but it is not recommended. Professors and The Honors Program discourage it because of the compressed time frame. The semester long format can allow for more in-depth and meaningful research. Please bear this in mind as you approach professors about allowing you to complete Honors contracts.
- Students who choose to complete an Honors Project during an 8-week long semester (summer or Fast Track) must submit their proposal by the 4th week of the semester. Contracts will not be accepted for classes that are shorter than 8 weeks long.
- If a contract is approved for the Summer or a Fast Track semester, the student’s final project may undergo an added level of scrutiny by the committee before the student receives credit for his/her project.

Contracts may NOT be allowed in courses offered as stand-alone courses without approval by the Honors Committee.

Step 1: Identification

Deadlines for fall semester, 2017:

- Proposal submission for the Fast Track 1 classes: end of fourth week
- Proposal submission for the Fourteen week semester: end of fourth week
- Proposal submission for the Regular semester: end of eighth week
- Proposal submission for the Fast Track 2 classes: end of fourth week

Please fill out the following form, and submit it with your outline, and a copy of the course syllabus. You will be notified via e-mail whether or not your project has been approved.
Step 2: Study Proposal

Please include a **detailed** outline of your honors project. A project must include three components:

- A written research component (ten pages), also include primary and secondary sources
- An oral component (15 minutes presentation)
- An outside class activity: for example a conference, museum, lecture

Your description should describe, in detail, how you and your instructor have determined you will meet these three requirements. Include a tentative thesis statement for your written project, and describe the kinds of sources and research techniques you will use. Describe how, when, and where you will be presenting your project, and what the out of class activity will be. If you and your instructor have determined to pursue an alternative approach to meeting the three components listed above, justify this approach in your outline.

Step 3: Agreement

I __________________________ (Student) agree to the terms of the contract, and I will complete the study by the discontinuance of the current semester.

Student’s signature: ___________________________ Date: __________________

I __________________________ (Instructor) agree to the terms of this contract.

Instructor’s signature: ___________________________ Date: __________________

Phone Extension: __________ Email address: ____________________________________________

**Faculty will receive instructions via email for submitting contract grades electronically**

Step 4: Approval

This project has been approved by the Honors Program Committee, as designated by the signatures below.

Is the class transferable? Yes___ No___  

UC and CSU___ CSU only____

Signature of Honors Counselor: ___________________________ Date: ______________

Signature of the Honors Program Committee Chair: ___________________________ Date: __________

Signature of Honors Program Dean: ___________________________ Date: ______________