1. The student may fill out sections 1 and 3 of the form in legible handwriting (with the exception of the instructor’s signature). All attachments referred to in section 2 of the contract form must be typed.

2. **Describe** the special project (Step 2 on contract form) on a separate sheet. This project should be determined by the instructor, but the description must be written by the student and then approved by the instructor.
   - At the top of the page, please stipulate the following:
     - Honors Contract, Semester and Year
     - 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**. For most disciplines, 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. In disciplines where an oral presentation is inappropriate, the instructor and student may propose an alternative activity.
   - **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** a copy of 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 122 SSA for approval by the Honors Program committee. **The contract must be turned in before the end of the eighth week of class.**

6. After the contract is approved, your instructor will receive an email notifying him or her of contract approval.

7. At the end of the semester, the professor needs to complete the contract (recording the student’s grade); this is done via our online reporting system. 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.

Honors Program phone number: (909) 652-6263 or (909) 652-6478
Honors Program e-mail: honors.program@chaffey.edu