# MVC Honors Program Contract Proposal Cover Sheet

* This agreement must be filled out **by the instructor** in collaboration with the Honors student and submitted to the Honors Program Faculty Coordinator via email (james.bany@mvc.edu).
* Honors students may apply at most two contracts towards program completion requirements.
* Students are encouraged to take on no more than one contract per semester.
* Honors students from RCC or Norco College must demonstrate support from their local Honors Coordinator to take contract coursework at MVC.
* Documents to be submitted include:
* Honors Contract Agreement form (i.e., this form), digitally signed by the student and the instructor
* Contract Proposal & Description detailing contract work parameters and meeting times
* **The target deadline for proposal submission is Friday of Week 2 of the semester during which the project is intended to be carried out - this gives the MVC Honors Advisory Council (HAC) sufficient time to review and approve/modify/deny the proposal. While exceptions to this are possible, students and faculty are strongly advised to meet this deadline or the proposal may not be considered or approved.**
* **Students should be aware that completion of a contract will not be recorded on an RCCD transcript. This is a purely internal agreement between the MVC HAC and the faculty member and student.**

## The Fine Print (Not to be included in Contract Proposal):

1. These courses provide Honors credit to the student who is currently enrolled in a transfer-level class with the selected faculty member. The contract is individually negotiated between the faculty member and the student. The contract must be approved by the MVC HAC.
2. The project must be completed by the end of the term in which the non-Honors course is active. The Project Completion Form verifying the completed project should be turned in to Honors Program Faculty Coordinator via email (james.bany@mvc.edu) by the end of the semester. Instructors can send these forms in once they have completed final grades.

**Honor Contract Guidelines:**

All Honors contract work must be scholarly endeavors over and above the normally expected curriculum at the lower division level, and that work must be clearly defined in the proposal.

**Examples of “What Makes It Honors”:**

* Topics that are more advanced than regular, lower division coursework
* Research beyond normal course assignment
* Extensive reliance on primary source documents
* Critical thinking and extended analysis not required in regular coursework
* Creative projects beyond regular requirements of the course

**Honors Project Requirements:**

1. The instructor in consultation with the student determines the overall project design, with the instructor having final say. Submissions should be as specific as possible when describing Honors projects and assignments (e.g.: number of outside sources, number of pages required, etc.).
2. Students must arrange to meet with the instructor during or outside of office hours throughout the term to check on student progress, work out details or concerns, and so on. At least four face-to-face meetings are recommended, plus regular email communication.
3. Student must earn a C or higher in the course to earn Honors credit for the contract, just as a student must do in an Honors standalone course.



**Moreno Valley College Honors Program Contract Proposal**

## Step 1: Student, Faculty, and Course Information

|  |  |
| --- | --- |
| Student Name: Click or tap here to enter text. | RCCD ID: Click or tap here to enter text. |
| Student Email: Click or tap here to enter text. | Date: Click or tap here to enter text. |
| Course Number/Title: Click or tap here to enter text. | Section Number: Click or tap here to enter text. |
| Professor Name: Click or tap here to enter text. | Contract Term: [ ]  Fall [ ]  Spring |
| Professor Email: Click or tap here to enter text. |  |

## Step 2A: Study Proposal and Description

*What the form/format your work will take (check all that apply)?*

[ ]  Research Paper

[ ]  Quantitative/Qualitative Research Project

[ ]  Presentation

 [ ]  Creative Writing or Fine Arts work

[ ]  Research Journal

[ ]  Film

[ ]  Portfolio

[ ]  Computer Program

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to the checklist above, please attach a typed, ~150-word summary which outlines the project or assignments designed for the Honors contract. Please submit to the Honors Program Faculty Coordinator, Prof. James Bany (james.bany@mvc.edu), by Friday of Week 2 of the semester during which the project is intended to be carried out. Your proposal must be signed and address each of the following areas:

1. **Project Goal, Driving Question, Thesis:** What question or focus drives the work on this project?
2. **Project Outcomes:** In general terms, what will be the evidence of completion of this project? Be specific about quantity whenever possible. Please note: a 250-word presentation abstract must be one work product of the contract. This abstract does **not** have to be submitted to a conference.
3. **Project Methods:** What methods (library research, field research, creative work, and/or …) will the student use to complete the Honors contract activity? Be specific.
4. **Project Process, Timeline, and Due Dates:** Please outline the steps the student will likely take to complete the Honors contract project or assignments along with an expected timeline of completion. For example, explain when the field or library research will likely be completed, when the student will write up their findings, when the student will present (if applicable). If the instructor and student will have scheduled meetings, indicate in the proposal how often they will likely meet. (If necessary, additional forms can be attached to this document.)

## Step 3: Articulation of Honors Criteria and Project Goals

As a rule of thumb, students should anticipate investing at least one additional hour of time and effort each week on average (possibly more) over the semester to complete the contact work and earn the honors credit. The goal of this contract is to stimulate and enrich the academic experience for both faculty and student. The contract submitted by the student must incorporate **at least five** of the attributes below, as compared to the non-honors course.

Student and instructor circle/check the items from the list below, certifying which work the student will be doing to fulfill the Honors contract, adding others if applicable (on separate pages, if necessary):

[ ]  Greater depth and/or breadth of subject matter investigation, especially requiring synthesis of different points of view

[ ]  Greater enhancement of skills in critical thinking, analysis, and interpretation of course subject matter

[ ]  Higher degree of student participation and involvement in the class

[ ]  More advanced supplemental reading, especially from primary sources

[ ]  More opportunities for writing, and at a higher standard

[ ]  Student presentation in the class, on campus, or at RCCD’s and/or HTCC’s student research conferences

[ ]  More opportunities for student-conceived research

[ ]  Integration of research source material in the work product, particularly in cross- or interdisciplinary contexts

[ ]  Use of resources or consultants from beyond the campus, such as university libraries, local professionals/leaders in related fields (lab directors, business leaders, public employees, non-governmental organizations, artists, etc.)

[ ]  Community-based research experiences: field trips, interviews, cultural events, service engagement

[ ]  Leadership in the classroom: leading study groups, facilitating class discussion, teaching a portion of a class meeting, or other

[ ]  Other: Click or tap here to enter text.

[ ]  Other: Click or tap here to enter text.

**Please note:** Any resources the student is encouraged or required to make use of should be without additional cost to the student (beyond basic transportation expenditures). Research should make use of open course materials, texts on reserve, and other library resources.

**Step 4: Agreement**

I Click or tap here to enter text. (student) agree to the complete the proposed study plan and will complete it by the end of the upcoming semester: Click or tap here to enter text.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

I certify that I have reviewed and approved this Honors Contract Proposal. The academic focus reflected in this proposal is of high quality and meets my expectations for an Honors contract. I will meet with the student regularly during office hours and ensure that the final product fulfills this contract.

Professor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Step 5: Final Approval of Contract**

This contract has been approved by the Honors Advisory Council:

[ ] Yes [ ]  No

Honors Program Faculty Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: Click or tap to enter a date.

# Moreno Valley College

**Honors Contract Completion Form**

**Course Number and Title:** Click or tap here to enter text.

**Semester/Year:** Click or tap here to enter text.

**Student Name:** Click or tap here to enter text.

**RCCD Student ID#:** Click or tap here to enter text.

**On A Separate Page, please include the following:**

* **A summary of faculty-student communication over the course of the term, covering the frequency and duration of communications, dates of such communication (if possible), mode (email, video conference, phone, etc.), and so on. More detail, rather than less, will help here.**
* **A description of the completed project, including the various components of the project, such as an abstract, a research paper or report, creative work, class/conference presentation, and the like; page and/or word count, number of sources used in the project, the length of presentation, and other such parameters; and a synopsis of the project’s thesis and conclusion(s).**

**Date of Final Student Meeting:**Click or tap to enter a date.

**Honors Contract Completed:** [ ] **Yes** [ ] **No**

**Grade in Class:** [ ]  **A** [ ] **B** [ ] **C** [ ] **D** [ ] **F**

**Non-Honors Course Units:** Click or tap here to enter text.

**I,** TYPE YOUR NAME HERE**, certify that the above-named student has completed the Honors Contract Project as stipulated in the original proposal and has gained skills or concepts beyond the regular course material.**

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| **Instructor Signature** | **Date** |

**Please email the completed form to James Bany (****james.bany@mvc.edu****) from your mvc.edu email account.**