

PVCC HONORS PROJECT CONTRACT / PROPOSAL

This document **must** be completed and turned in to the Honors Office by NOON Friday of the **fourth week of classes**:
Failure to turn this contract in on time will terminate your scholarship.

- An Honors Project related in content to the main course
- An Honors Project that can be completed (at the discretion of the professor) in approximately **twenty clock hours of work outside of the class**, excluding the time spent negotiating the project, writing up the proposal and conducting weekly follow-up sessions with the mentor

Semester / Year _____

Name _____ Student ID _____

Phone Number _____ Email _____

Honors Course (ie: ENG 101) _____ Class # (ie 12345) _____ Instructor _____

Description of Honors Project - - To be completed by the student and the professor

Type of Project: _____

(a) Describe project's **research** component: _____

(b) Describe project's **writing** component: _____

(c) Describe project's **presentation** component: _____

Meeting/Planning/Progress Dates with Instructor (please give specific dates).

Initial meeting date: _____ Progress meeting date(s): _____ Final Project Due: _____

Failure to complete the project as described will result in: (Professor's Choice)

- _____ Loss of one letter grade in the course OR
- _____ Loss of 20% of total points possible in the course OR
- _____ Loss of Honors Designation OR
- _____ Professor's Choice: _____

STUDENT/PROFESSOR DEADLINES

- **2nd week of classes:** Student and professor plan a project
- **3rd week of class:** Student submits detailed proposal to professor
- **4th week of classes**
Student: sends copy of student's approved proposal to the Honors Office (Room KSC 151-A) for permanent files
Professor: Adjusts the syllabus for Honors student, incorporating honors project into grading formula
- **14th week of classes (week before finals)**
Student: submits a copy of the final project to the Honors Adviser
Professor: sends written documentation or an email or to pvcc.honors@pvmail.maricopa.edu stating the student passed the Honors portion of the course.

Student's Signature/Date: _____

Instructor's Signature/Date: _____

Honors Program Coordinator's Signature/Date: _____

White Copy: Honors Office
Yellow Copy: Student
Pink Copy: Professor

HONORS PROJECTS/CONTRACTS REQUIREMENTS

For all Honors option credit courses at PVCC

Students must meet with the Instructor within the first two weeks of class to discuss the Honors project and to fill out the written description.

A written contract describing the Honors project, its progress dates, and due dates must be completed and signed by both the faculty member and the Honors student, **and turned in to the Honors Program Coordinators by Friday of the 3rd week of classes.** Incomplete or unclear contracts will be returned to the student or the instructor for revisions and are due back within one week. **Failure to turn the contract in on time will result in termination of the scholarship.** Faculty will receive a copy of the contract after the Honors Coordinators have approved it. Students should make a copy of their contract for their own records.

TIME REQUIRED

The Honors Project should require a minimum of **one hour per week** (outside of class) for each three-credit class. An Honors Project that can be completed (at the discretion of the professor) in approximately **twenty clock hours of work outside of the class**, excluding the time spent negotiating the project, writing up the proposal and conducting weekly follow-up sessions with the mentor. The contract asks for progress dates in addition to the final due date as a means for building in time for faculty and Honors students to touch base about the project throughout the semester.

PROJECT CONTENT

All Honors projects must have **3 main components: research, writing, and presentation.** Research must include **both primary** sources and research, i.e. interviews, primary documents, surveys, or other collection of data by the student, and **secondary** sources and research, i.e. books, magazines, internet, newspapers, or other readings of research that has been conducted by someone other than the student.

SUGGESTED PROJECT OPTIONS:

1. Honors Forum Speakers: The Honors Forum Lecture Series may offer a unique opportunity for Honors students to make connections between the current year's theme and their Honors course. Students will be required to do background reading/research on each speaker, to attend each lecture (three per semester), to write about the connections between class and the speakers, and to share these insights with the class in some form of presentation. See the list of lecture speakers and dates later in this handbook.
2. Service Learning: Service Learning can be a wonderful extended learning experience for Honors students. The Office of Student Life places the students at an approved service site, manages the necessary paperwork, and leads progress and reflection sessions. Service Learning projects enable students to learn about the course's content in settings beyond the classroom walls. Such projects could include a journal, additional research into the agency or issue, and a class presentation. See the Service Learning Option page for more information.
3. Web-based projects: Students could research, write, find photos and images, and help build web pages.
4. Experiential Learning: Honors projects may involve learning experiences outside the school setting, in the community, in a field trip or field research setting, etc. All such experiences **must** be coordinated through the Office of Student Life in order to process required liability paperwork.
5. Research Paper: This project type involves primary and secondary research on an agreed upon topic related to course content and student interest. Besides the research and written product, a class presentation of some type is required.
6. Creative/Other: Projects should be meaningful to the student and lead to extended learning in the chosen class. For example, Honors students have performed musical works, created historical reenactments, developed interactive models, and demonstrated healing ceremonies as part of their projects.

GRADING

The Honors Project should be worth an additional 20% (approximately) of the total grade of the regular course material. The project should be weighted heavily enough to make a difference in the student's grade. In addition, most instructors indicate that failure to complete the Honors project will result in the loss of one letter grade in the course.

Assessment of student work in Honors courses is the responsibility of the instructor of the course. Grading disputes should be handled within the appropriate academic division, not through the Honors Appeal Process. Faculty may wish to consult the Honors Coordinator in situations that may affect the continuation of an Honors scholarship.

Additional considerations for projects:

- Instructors may choose to keep projects to use in future courses.
- Students may be required to share their experiences/findings periodically throughout the semester.
- Honors students may work in groups if more than one is enrolled in the same course and section, however each student is expected to work at least 20 hours on the project.
- Projects should go beyond the course material to make the experience extended vs. reinforced or repetitive learning.

**For more information contact the Honors Program Office
602.787.7888 KSC151-A**