

*To begin an Honors Project, please email completed form to [CHP@bhcc.edu](mailto:CHP@bhcc.edu)*

**HONORS CONTRACT INITIATION**  
**Commonwealth Honors Program, Bunker Hill Community College**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_  
Faculty Mentor \_\_\_\_\_ Department \_\_\_\_\_  
Mentor Telephone \_\_\_\_\_ Mentor Email \_\_\_\_\_  
Title or Description of Project \_\_\_\_\_  
Project Objectives \_\_\_\_\_  
Mentor's Expectations / Deadlines \_\_\_\_\_  
Meeting Times for Faculty and Student (minimum of 4 meetings)  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

*The undersigned agree to the project terms outlined here:*

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*I, the student, understand plagiarism is academic dishonesty and pledge to not plagiarize on this Honors Project. I will use reputable online and print sources, utilize these sources effectively and appropriately in my writing, and provide appropriate attribution, both in the text of my essay and in a correctly formatted Works Cited page. This will allow me to create an Honors Project that is unique and adheres to the high standards of Honors scholarly achievement. (If you are uncertain of whether you know how to properly cite sources, please refer to our guide.)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHP Project Requirements:**

**Honors Projects require a minimum of 20 hours of student work.**

**RESEARCH PAPERS (minimum 10 page essay)**

- The essay should include analysis and critical thinking. Researched material should be smoothly integrated into the writer's work, supporting the essay thesis (not a "data dump").
- Properly researched, well-written and effectively edited for good grammar and spelling
- Research papers can also be extended versions of assigned and/or completed essays in the course.

**OTHER TYPES OF PROJECTS (minimum 5 page essay):**

- Laboratory research, psychology research, mathematics, field study in environmental science, an art portfolio, experiential work, internship, or Honor Students in Action (Volunteering).
- **ALL PROJECTS MUST INCLUDE WRITTEN ANALYSIS OF WORK DONE-** Written work can be a journal or log of events that include reflection, critical thinking and analysis of the work completed.

Contract accepted by the CHP \_\_\_\_\_ Date \_\_\_\_\_

## Faculty Mentor Instructions for Honors Projects

### Student Qualification for Honors Projects:

Students must be members of the Honors Program. If the student is not yet a member, they must become one before beginning the project. Students can download the application online.

Students must be earning or have received a final grade of B or higher in your course. If the student is not earning/has not received a minimum grade of B, then you should not agree to mentor an Honors project. Students who have completed your course within the past two years can do an Honors component with you.

### General Information:

- 1) An Honors Project does not affect the student's grade in your course. It is additional work derived from and inspired by your course material.
- 2) An Honors Project may be initiated up to two years after the course is completed.
- 3) The Honors Project may continue up to the end of the semester following the point of initiation (e.g., projects started in October are due in May) EXCEPT when a student is due to graduate that MAY. The project is then due by April 15.
- 4) Professors can mentor no more than three students per semester.

### Expectations of the Mentor:

- 1) You should be prepared to meet with the student **for four to five meetings** during the project. You should have a **minimum of two hours** of contact time with the student. Honors stipends are \$40 per meeting (for a maximum total of \$200 for the project).

**Please document your meeting times (using the attached time/activity log) as well as any correspondence with the student.**

#### 2) During meeting times:

- a. Student and mentor will complete the **Honors Contract Initiation** form.
- b. Student and mentor will discuss concepts and material for the project.
- c. Student and mentor will discuss rough drafts of the project and the mentor will give feedback and offer suggestions.
- d. The mentor will discuss **plagiarism** with the student. It is the mentor's responsibility to determine that the paper is adequately researched and effectively documented.
- e. When the mentor determines that the project is complete, he/she will sign the **Honors Project Completion** form. (The student should provide this form.)

**Your stipend of \$200 per project will be paid through a Payroll Action Form (PAF).** The PAF will be prepared upon the start of a project and sent by email to the mentor with instructions. The stipend will be paid upon submission of the student project OR submission of your time/activity log and correspondences with the student to [CHP@bhcc.edu](mailto:CHP@bhcc.edu). The student does not have to complete the project in order for the faculty mentor to be paid.

### Your Expectations for the Student:

- 1) The student should provide all necessary forms and submit them to the CHP digitally when completed. Faculty members are not expected to deliver paperwork.
- 2) The student must work independently and produce original work.
- 3) The student must have earned or maintains a grade of B or higher in your course.

*QUESTIONS? Email the CHP at [CHP@bhcc.edu](mailto:CHP@bhcc.edu)*

## Honors Project Faculty Mentor Time/Activity Log

Faculty Mentor \_\_\_\_\_ Department \_\_\_\_\_

Mentor Contact Email \_\_\_\_\_ Mentor Contact Phone \_\_\_\_\_

Student Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Course No. and Title \_\_\_\_\_

Title or Brief Description of Honors Project \_\_\_\_\_

\_\_\_\_\_

### Time/Activity Log

Date of Meeting	Start & End Time	Total Time (e.g., 30 min.)	Brief Meeting Notes

*Please fill out this time/activity log sheet, save it as a PDF, then email it to [CHP@bhcc.edu](mailto:CHP@bhcc.edu) along with all related correspondences you have had with your student.*

*QUESTIONS? Email the CHP at [CHP@bhcc.edu](mailto:CHP@bhcc.edu)*

## Student Instructions for Honors Projects

*Please follow the following steps for successful completion of an honors project.  
If you have any questions, please contact the CHP Advisor.*

- 1) The student should contact their professor to request that the professor mentor an honors project. The course may be one in which you are currently enrolled, or have taken and passed in the previous two years. You must have earned or be earning a B or better in their coursework to initiate an honors contract for that course. Earning a final grade of less than a B will nullify the contract.
- 2) Students will download the **Honors Initiation Form** and **Instruction sheet**. You will meet with your mentor to fill out the form and discuss your project. **Please submit a signed digital copy of the initiation form to [CHP@bhcc.edu](mailto:CHP@bhcc.edu)**
- 3) You will meet with your mentor throughout the semester to discuss the project and adhere to your mentor's deadlines. **The Honors Project may continue up to the end of the semester following the point of initiation (e.g., projects started in October are due in May) EXCEPT when a student is due to graduate that May. The project is then due by April 15.**
- 4) **When your project is complete**, you and your mentor will sign the **Completion Form**. The mentor must approve your final draft of your project.
- 5) Please submit a digital copy of your project and the signed completion form to **[CHP@bhcc.edu](mailto:CHP@bhcc.edu)**

*QUESTIONS? Email the CHP at [CHP@bhcc.edu](mailto:CHP@bhcc.edu)*

***To finish an Honors Project- complete form, attach form as cover sheet for your project, then submit project to E145.***

**HONORS PROJECT COMPLETION**  
**Commonwealth Honors Program, Bunker Hill Community College**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_  
Faculty Mentor \_\_\_\_\_ Department \_\_\_\_\_  
Mentor Telephone \_\_\_\_\_ Mentor Email \_\_\_\_\_  
Title or Description of Project \_\_\_\_\_

*The undersigned agree that the final project meets or exceeds CHP requirements for Honors designation:*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* MENTORS: You will receive an email from the CHP about your stipend.\*\*\***

Final Project accepted by the CHP: \_\_\_\_\_ Date \_\_\_\_\_

Final Project not accepted by the CHP for the following reasons: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*QUESTIONS? Email the CHP at [CHP@bhcc.edu](mailto:CHP@bhcc.edu)*