



# MESA COMMUNITY COLLEGE HONORS PROGRAM CONTRACT

Contracts **MUST** be completed, signed by instructor, and submitted to the Honors Office on or before: **Friday September 22, 2017**

**\*A Contract Completion Verification Form MUST be submitted upon completion of the Honors Contract**

Name: \_\_\_\_\_, \_\_\_\_\_ Course Name (e.g. ENG101): \_\_\_\_\_  
Last Name First Name

Student ID: \_\_\_\_\_ Course Number (e.g. 12345): \_\_\_\_\_  
(8-digit number starting with a 3)

Email: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Presidents' Honors Scholar: ☐

Honors Achievement Awards Recipient ☐ Candidate: ☐

**IMPORTANT NOTES:** Further instructions and signatures are on the back of the form. The contract **MUST** be ***filled out in ink and in detail using complete sentences, or it will be returned to the student immediately for revisions.*** The project must be in a course that is 3-credit hours or more and 100-level or above, and must go beyond regular course requirements. (See pg. 2 for recommended project guidelines and examples.) Students should make a copy of the contract for their own records before turning in the original. The Honors Directors will review and approve all contracts.

**\*Incomplete, unclear, or unapproved contracts will be returned to the student for revisions and or clarification. You will have one week to submit a revised contract to the Honors Office.**

**Description of Honors Project:**

(Please see recommended guidelines on reverse.)

**Description of project presentation component:**

(e.g. in-class, other public forum, to instructor)

**Description of project research component:**

(e.g. peer reviewed journals, internet, library, interviews)

**Describe how the project will be graded:**

(e.g. attach rubric, criteria, standards, etc., how the project will be graded)

**Description of writing component:**

(Project must have a written report.)

**Project Due Date and Meeting/Progress Dates**

**Office Use Only**

Received by & Date: \_\_\_\_\_ Tracked by & Date: \_\_\_\_\_ RDM ☐

Semester: \_\_\_\_\_ Total Number of credits: \_\_\_\_\_ Class Designation added ☐ Initials & Date: \_\_\_\_\_

PHS 1<sup>st</sup> sem. ☐ PHS 2<sup>nd</sup> sem. ☐ PHS 3<sup>rd</sup> sem. ☐ PHS 4<sup>th</sup> sem. ☐

HAA Recipient ☐ HAA Candidate ☐

Date Awarded: \_\_\_\_\_ Award Amount: \_\_\_\_\_

updated: 8/15/17 lbj

## **Recommended Guidelines for Honors Contracts at Mesa Community College**

The goal of the Honors Contract is to encourage students to go beyond their normal class requirements to achieve a deeper knowledge and understanding of the course topic and materials. The MCCCCD wants our honors students to: 1) think critically, 2) communicate effectively, 3) demonstrate integrity, and 4) prepare for future success. We hope that each student's project will help him or her achieve these goals.

The Honors Program is well aware of the great variation in classes here at MCC. But in each we would like the student to take their educational experience to the next level. We request that all contracts consist of some form of research and writing. This can be combined with a hands-on project, volunteer work, or something else appropriate for your class. Original research is as acceptable as a library research topic. In classes where you have multiple students completing contracts, it might be possible for them to complete a joint research paper and presentation or project.

Hopefully, each student will develop an Honors Contract topic that will interest him or her and fit the class topic. Generally Honors Contracts should require the student to do several tasks to foster their educational development. These tasks should include:

- 1) Research component: Students should investigate their topic in a manner appropriate to the course and the discipline they are studying.
- 2) Writing component: Some form of written summary of their research and conclusions is appropriate.
- 3) Presentation component: Please allow time in your classes for the student to present their research project to the class. Alternatively, the students can verbally present their project to you.

If the focus is an in-class presentation, art piece, or an out-of-class service project, for example, then a 2-page summary of the student's findings is acceptable. If the project is a research paper, a minimum of 5 pages is recommended.

MCC librarians have generously agreed to provide research assistance to honors students for their honors projects. For their research, we would like students to examine a variety of sources, including online, print, and professional journals. While any librarian can assist your student with their research, the following two individuals are the lead librarians:

Janell Alewyn	Marie Brown
janell.alewyn@mesacc.edu	marie.brown@mesacc.edu
480-461-7266	480-654-7743
Southern & Dobson Library	Red Mountain Library

### **HUMAN SUBJECTS RESEARCH: If Human Subjects research is conducted, include documentation of approval.**

Does the student project involve human subject research? A "yes" response indicates:

- Data is being obtained through interaction with living individuals and
- Results are intended to be used to "add to the body of knowledge" in a field (i.e., by presentation outside of the classroom).

If you answered yes to the above question, the project requires review by the IRB/CRRC committee, which oversees the treatment of human subjects. To learn about the application process and for contact information, please go to the web page for the Office of Research and Planning at Mesa Community College, or go to the website below:

<http://www.mesacc.edu/about/office-research-planning/human-subject-research>

**\*PLEASE NOTE: A contract verification form is required to be signed by both instructor and student upon completion of the project and turned into the honors office. Honors Achievement Scholarships will not be processed, and Presidents' Honors Scholarships will not be eligible continued without it.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Honors Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_