

RCC Honors Program Contract Proposal Cover Sheet

Revised Spring 2023

- ✓ This agreement must be filled out **by the instructor** in collaboration with the student and submitted to the Honors Program Faculty Coordinator via email (Diana.Pell@rcc.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.
- ✓ Only Honors students in good standing may complete an Honors contract.
- ✓ Documents to be submitted include:
 - Honors Contract Agreement form (i.e., this form), digitally signed by the student and the instructor (email confirmation would be sufficient)
 - Contract Proposal & Description detailing contract work parameters and meeting times
- ✓ **The target DEADLINE for proposal submissions for fall and spring semesters is FRIDAY before the first HAC meeting of the semester, which is held the first Tuesday of the month. This would usually be the last Friday in August/February. This will usually be week 2-3 of the semester. For summer/winter contracts, the deadline will be the last Friday in May/November prior to the new term. These deadlines are established to give the Honors Advisory Council sufficient time to review and approve/deny the proposal.**
- ✓ **A contract proposal submitted after the first Honors Advisory Council of the semester during the term in which the contract is intended to be completed will be categorically denied. Exceptions to this are possible but rare, so students and faculty are strongly advised to meet this deadline.**

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 HAC and the appropriate division dean.
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 (Diana.Pell@rcc.edu) by the end of the semester. Instructors can send these forms in once they have completed final grades.
3. Contract courses will *not* have an “H” designated on student transcripts. However, both HTCC and UCLA-TAP have agreed to recognize Honors contract courses as legitimate methods of completing RCC’s Honors program.

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 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.



RCCD HONORS
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Riverside City College Honors Program Contract Proposal

Step 1: Student, Faculty, and Course Information

Student Name:	RCC ID:
Student Email:	Date:
Course Number/Title:	Section Number:
Professor Name:	Contract Term: <input type="checkbox"/> fall <input type="checkbox"/> spring
Professor Email:	

Step 2A: Study Proposal and Description

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

- | | |
|--|---|
| <input type="checkbox"/> Research Paper | <input type="checkbox"/> Film |
| <input type="checkbox"/> Quantitative/Qualitative Research Project | <input type="checkbox"/> Portfolio |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Computer Program |
| <input type="checkbox"/> Creative Writing or Fine Arts work | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Research Journal | |

In addition to the checklist above, please attach a typed, one-page summary of excellent quality which outlines the project or assignments designed for the Honors contract. Please submit to the Honors Program Faculty Coordinator, Prof. Daniel Hogan, by 5PM on the Friday before the first HAC meeting the semester during the term in which you will complete the project/assignment, or the Friday before the last HAC of the semester prior to the summer/winter term you will complete the project/assignment. Your proposal **MUST** be signed and address all 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 conference presentation abstract is strongly encouraged to be one work product of the contract.
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 his/her/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 in order to complete the contract 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 RCC'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.

<p>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.</p>
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Step 4: Agreement

I _____ (student) agree to the complete the proposed study plan and will complete it by the end of the upcoming semester:

Student Signature: _____ Date: _____

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: ____/____/____

Discipline Dean 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: ____/____/____