# Honors Program

# MVC Honors Program Contract Proposal Form

* This agreement must be completed **by the instructor** in collaboration with the MVC Honors student and submitted to the MVC Honors Program coordinator via email ([james.bany@mvc.edu](mailto:james.bany@mvc.edu)).
* **Faculty should verify that the interested student is a member of the MVC Honors Program**, having MVC as their home college. MVC faculty are free to do contract work with RCC or Norco honors students, but must complete their contract paperwork and abide by their policies. Correspondingly, RCC and Norco faculty are welcome to do contract work with MVC honors students, and should complete this form and understand local MVC program policies (see immediately below).
* Be sure to read through the MVC Honors “Best Practices and Policies for Honors Contract Course Instruction” document posted to the program website – it delineates the basic expectations for a contract proposal. Model proposals are also available on the program website. **Of special note is that contract work should be kept separate from regular course work (for the purposes of fair grading), and that the project should require 20-40 hours of work on the student’s part, including at least six hours of live discussion with the instructor over the course of the term.**
* While case-by-case exceptions may be made for emergency approval, contract proposals should be filed by the following deadlines:

**16-week contracts** – end of second week of September (Fall) or second week of March (Spring)

**8-week contracts** – end of first week of the course (Fall or Spring)

**Winter contracts** – end of first week of December

**Summer contracts** – end of first week of June

* The project must be completed by the end of the term in which the associated non-Honors course is active. The Contract Completion Form verifying the completed project, posted to the program website, should be submitted via email ([james.bany@mvc.edu](mailto:james.bany@mvc.edu)) by the end of the term. Instructors should make note to submit this form once they have tallied final grades.
* Members of the MVC Honors Council are more than willing to assist in formulating your contract and drafting your proposal. Feel free to reach out to the program coordinator or Honors instructors in or adjacent to your discipline.

**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. | Professor Email: Click or tap here to enter text. |

## Step 2: 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/Blog

Portfolio

Computer Program

Film

Podcast

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to the checklist above, please attach a 200-300 word summary which outlines the project or assignments designed for the Honors contract.

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.
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 each step. 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), and when the student will meet with you. **Remember per MVC Honors Council policy that contract coursework should require 20-40 hours of work for the student, including at least six hours of live discussion with the instructor over the course of the term.**

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

The contract submitted by the student must incorporate **at least five** of the attributes below, relative to the associated non-Honors course. Certify which work the student will be doing to fulfill the Honors contract by checking the appropriate boxes below.

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 (subject to MVC Honors Council approval): Click or tap here to enter text.

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**Step 4: AI use**

Please include a brief statement describing permitted uses of AI in completing the project, if any. Sample AI policy statements are included in the AI Faculty Guide available on the MVC Senate website.

Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 5: Agreement**

I agree to the complete the proposed study plan by the end of the relevant term.

Student Signature: Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 and work to ensure that the final product fulfills this contract.

Professor Signature:\_Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click or tap here to enter text.

**Step 6: Final Approval of Contract**

This contract has been approved by the Honors Advisory Council:

Yes  No

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

**Updated 9.19.24**