



Honors Contract Application

FCC Honors Mission — to develop emerging scholars and leaders

Student and Course Information

Student Name	
Student ID Number	
Course	
Credits	
Semester/Year	

NOTE: If the honors project has anticipated expenses for FCC, please attach a budget proposal.

For Office Use Only

Completed by FCC staff. In the online form, these fields are not shown to students.

Course Index #	
Academic Office Mgr	
Hon. Faculty Mentor	
Contract Issued Date	
Payment Amount	
Arts & Sciences Office Manager	Kristi Waters
Honors Forum Time	

Honors Contract Plan

Initial Study Title

There will be an opportunity to change the title before the Honors Forum.

Purpose of Study (100 words max)

Scope of Work / Proposal (250 words max)

Honors Learning Outcomes and Learning Activities / Deliverables

*For every learning outcome there must be a corresponding assessment. Items marked * are required.*

Honors Learning Outcome(s) → Required Deliverable	Student's Activity / Deliverable
Frame an academic question and proposal (Critical Thinking) → *Honors Project Proposal	
Demonstrate academic writing (Communication); Synthesize complex information appropriate to the discipline and project (Critical Thinking) → *Abstract	
Identify major issues, debates, approaches, and concepts appropriate to the topic, discipline, and project (Critical Thinking); Review and evaluate primary and secondary materials to produce an original work (Academic Inquiry); Generate findings and documentation appropriate to the discipline and project (Academic Inquiry) → *Honors Product (e.g., paper or creative work)	
Employ academic presentation techniques (Communication) → *Honors Forum Presentation	
Elective 1 — learning outcome	
Elective 1 — deliverable/activity	
Elective 2 — learning outcome	
Elective 2 — deliverable/activity	

Meeting Schedule

Weekly communication recommended.

Week 1	
Week 4	
Week 7	
Week 10	

Week 13 — · Week 14 — Honors Forum · Week 15 — Reflection; submit documents and rubric.

Agreement

____ (initials) I (student) have read and understand the requirements and expectations statement regarding my responsibilities to complete an honors contract.

Student initials	
Student signature	
Student date	

____ (initials) I (faculty) have read and understand the requirements and expectations statement regarding my responsibilities to complete an honors contract.

Faculty initials	
Faculty signature	
Faculty date	

Honors Contract Requirements and Expectations

General Requirements

Honors contracts allow students to explore a topic through research or applied learning. Requirements include:

- Student must be in good academic standing (3.00 GPA or above), enrolled in a course approved for an honors contract, and teamed with an approved honors faculty mentor.
- Must join or be a member of the Honors College.
- Approval is required for substantive changes to the Honors Contract Plan.
- To earn honors credit the student must: earn an “A” or “B” grade in the course; complete all honors contract deliverables; and receive an honors-level assessment from the honors faculty mentor.
- Honors contract does not impact the course grade.
- Withdrawal from the course and possible reimbursement must adhere to FCC time lines, policies, and procedures.
- The student agrees to allow Frederick Community College to publicize the resulting work, giving full credit to the student.

Student Responsibilities

The honors contract rests on a partnership between the student and an honors faculty mentor to engage in the academic scholarship process. The student agrees to:

- Produce the following deliverables: Honors Project Proposal; Abstract; Honors-caliber research or original creative project; conference-style presentation at an Honors Forum; and all other assignments designated in the Scope of Work.
- Stay in regular contact with the honors faculty mentor.
- Respond to requests from FCC and the Honors College program.

- Reflect on your own performance on the project.

Faculty Mentor Responsibilities

- Work with the student to develop and submit the honors contract proposal: validate the proposed work will meet FCC Honors outcomes and that student learning will be deeper, broader, or more complex; and establish deliverables and deadlines for the honors contract.
- Meet/communicate with the student regularly throughout the semester.
- Review and provide feedback on all project work.
- Approve the abstract.
- Prepare the student to present at the Honors Forum.
- Complete the honors project rubric.
- Submit an electronic copy of the final honors project product (e.g., paper or creative work), abstract, and honors project rubric.
- Assist the student to write a conference proposal if invited to submit.
- Review the student reflection.

Last updated 1/30/19. Accessible version remediated for WCAG 2.1 AA / Section 508.