



## **HONORS BY CONTRACT**

### **INSTRUCTIONS, APPLICATION, AND GRADE CERTIFICATION FORMS**

#### **- Instructions -**

##### **ELIGIBILITY FOR PARTICIPATION**

- Students may take only one Honors by Contract course during the completion of their A.A. or A.S. degree.
- Students participating in an Honors by Contract course and not enrolled in another honors course will not be eligible for the Honors Institute semester scholarship.
- Professors must be full-time members of the faculty; exceptions must be approved by the Honors Coordinator.

##### **HONORS PROJECT GUIDELINES & PROCEDURES**

1. An Honors by Contract form should be obtained from the Honors Coordinator or from the Honors Institute website, [www.broward.edu/honors](http://www.broward.edu/honors) (click on "Honors Forms"). The student should speak with the faculty member as soon as possible and fill out the form no later than the end of the fourth week of the semester. This form is then returned to the Honors Coordinator, who signs it. After all signatures have been obtained, the faculty member keeps the original; the student and Honors Coordinator keep copies.
2. A word-processed proposal of approximately 250-500 word description of the Honors by Contract project must be submitted with the application.
3. The honors project must be discussed with and receive the approval of the supervising faculty member and the Honors Coordinator. An honors project may typically consist of, but is not limited to, one of the following:
  - specially designed experiment for a science course
  - business/marketing project
  - experimental or quasi-experimental statistical analysis in mathematics or other sciences
  - on-line or computer project
  - service-learning project
  - class presentation or workshop
  - 3,000 word, word-processed research paper that is original in style and content and represents a comprehensive study of the course
4. If a project is chosen rather than a research paper, a project summary (minimum 1000 words) must be submitted at the end of the term. (This is **in addition** to any writing requirements that the course may originally carry.) The project summary should contain, but it is not limited to the following: a brief description of the process(es) used, the outcome of the project, a critical analysis of the positive and negative aspects of the project, a bibliography of sources.
5. In order for a student to be given credit for an Honors by Contract course, he or she must earn an "A" in the class and on the project.
6. Upon the completion of the project, the professor will grade it, sign the Grade Certification section of the Honors by Contract Form, and return both the Honors by Contract Form and the project summary to the campus Honors Coordinator for forwarding to the Honors Institute college-wide office, for final approval by the Associate Vice President of the Honors Institute.
7. After approval by the Associate Vice President of the Honors Institute, a memorandum is sent to the Registrar at the Holcombe Center, to have honors credit entered on the student's record.
8. These guidelines are consistent with those of the National Collegiate Honors Council.



HONORS BY CONTRACT APPLICATION FORM

- Application -

Directions

- 1. By the end of the fourth week of classes, the student must submit the Honors by Contract Application Form to the professor and then immediately to the Honors Associate Vice President or Campus Honors Coordinator for approval.
2. The Honors by Contract Application Form must be accompanied by a typed (250-500 word) proposal of the honors project.
3. Where appropriate, the proposal should have a working bibliography.
4. After all signatures have been acquired, the student, professor, and the Honors Associate Vice President/ Campus Honors Coordinator will each keep a copy of the Honors by Contract Application Form and the (250-500 word) project proposal.

The grade certification of the Honors by Contract, together with a copy of the honors project, must be turned into the Honors Associate Vice President or Honors Campus Coordinator by final exam date

Student's Name: BCC Student ID#:

Campus: Central South North Downtown Center Pines Center

Course Title: Term:

Reference Number: Course I.D.:

Professor's Name: Department:

Student's Signature Date

Professor's Signature Date

Campus Honors Coord. OR Honors Institute Associate VP Date



**HONORS BY CONTRACT**  
**GRADE CERTIFICATION FORM**

**- Grade Certification -**

Student's Name: \_\_\_\_\_ Social Security: \_\_\_\_\_

**HONORS PROJECT COMPLETED AND ACCEPTABLE:**  **Yes**  **No**

Note: A grade of an "A" must be earned for Honors by Contract credit.

Grade earned on **paper**: \_\_\_\_\_ Grade earned for **class**: \_\_\_\_\_

Reference Number: \_\_\_\_\_ Course I.D.: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Honors Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President/The Honors Institute

\_\_\_\_\_  
Date