

HONORS COURSE CREDIT APPLICATION INSTRUCTIONS

Submit ALL of the following items, stapled in the exact order shown below.

To ensure approval, DO NOT include any additional materials or leave out any listed items.

1. Contract/Approval Form (pages 5-6) completed with signatures (*Detach from packet.*)
2. Course Syllabus (*Available from your instructor*)
3. An unofficial copy of your transcripts (*Available on MyECC. Print and attach*)
4. Project Proposal **written by the applicant as directed below**. STUDENTS must write this summary themselves—not INSTRUCTORS. *Do not simply attach the assignment sheet provided by your instructor; you MUST type your own proposal and provide detailed answers to ALL of the questions. Be sure your work is complete!*

PROJECT PROPOSAL (It must be typed as instructed below and written by the applicant!)

Referring to the assignment details provided by your instructor, prepare a typed Project Proposal by answering the questions below in detail. **Be sure that your work is error-free, professional in tone, and TYPED single spaced.**

*Again, to ensure approval of your application, **DO NOT** attach the assignment sheet you received from your instructor. Remember, applicants must write their own Project Proposal.*

PROJECT PROPOSAL QUESTIONS (DO NOT SKIP ANY OF THESE!)

- A. In a *well-developed* paragraph, describe your proposed Honors Course Project, why it interests you, and why you want to do the project. **(This must be included. Address all three parts in detail.)**
- B. After the above paragraph, explain what questions will your Honors Course Project attempt to answer. **(This must be included. Be specific and detailed.)**
- C. Next, explain with examples what kinds of research you will perform to complete this project. **(This must be included. Be specific and detailed.)**
- D. Finally, describe how this assignment differs from regular class work and why it should be considered as honors-level. **(Be sure to address both questions.)**
- E. Consult with your instructor and explain how will this project be graded. How will your instructor distinguish excellent, good, and average work? *Be very specific and give examples.* **(This must be included. Provide exact details.)**
- F. List *concrete deadlines* for completion of your project and provide tasks you will have completed by specific dates. **(This must be included!)**

The deadline for applications is the end of week eight during fall/spring term, and the first day of week two during summer or winter. We will not accept incomplete or late applications.

Please carefully follow the instructions above exactly as stated!

Why attempt to earn Honors course credit?

Dear Student,

If you are enrolled in a *transfer-level* class, you are eligible to earn honors course credit at Compton College. We strongly encourage you to give it a try. You do not have to be an official Honors Program member to participate. Even if you do not see yourself as an “honors” student, remember that we never know what we can accomplish unless we make an attempt.

Honors course credit can offer significant advantages when you apply for university admission or certificate programs, and even in your professional life. If you successfully complete an Honors Contract project, your Compton College transcripts will include a special notation demonstrating that you have earned an honors-level designation for a *transfer-level* class. This gives a strong impression of you as a motivated person who is willing to work hard to achieve success.

While Compton College does not offer separate honors classes, all of our students are eligible to earn honors course credit in *transfer-level* classes by successfully completing an official Honors Contract project and earning an above-average grade in the overall course. This requires an approved major project in addition to your regular coursework that addresses more advanced material not normally covered in class.

Your Honors Contract project is completely separate from your regular coursework, so it does not affect your overall grade in the class. If for some reason you are unable to complete the project satisfactorily, your course grade will not change, so there is very little risk. You must successfully complete the project as agreed and earn an A or B in the class to earn honors course credit.

Some instructors prefer to develop Honors Contract projects in advance; others create such assignments in partnership with their students. Either way, if you are interested in obtaining honors course credit, you must take the initiative. Do not wait for your professor to approach you.

To apply for honors course credit, carefully follow the instructions on the next page. In this packet, you will find everything you need and detailed steps on what to do to get your Honors Contract project approved. Showing up, following instructions, and asking for help when necessary do much to ensure our success.

Remember, you have a whole campus standing with you. The faculty and staff at Compton College are here to support you as you strive to meet your goals. We hope you will aim high and consider honors course credit as part of your future.

If you have questions, please e-mail _____ or refer to the Compton Honors Program website at www.compton.edu/academics/honorsprogram

Sincerely,

The Compton College Honors Committee

Honors Contract Project: Student Instructions

1. To discuss completing an Honors Project, approach your professor in a transfer-level class no later than the end of week four during the fall/spring semesters. Summer/winter Honors Projects should be discussed during the first few days of class or before the term begins. *(Please note that only one honors course per semester is permitted unless you are an official member of the Honors Transfer Program.)*

2. If your professor is unfamiliar with Honors Contract projects, please point out the detailed instructor guidelines on page four. **(Be sure to verify that you are enrolled in a transfer-level course!)**

3. Meet with your professor to create an Honors project and establish requirements and deadlines. (Do not wait for your professor to approach you! Ask for assistance!) Some instructors will have an Honors Project prepared in advance; others will require your input to develop the assignment.

4. **To apply, you must submit the following five items stapled in the following order as explained on page four:** The completed Honors Contract and Approval Form on page 5-6; the course syllabus; your unofficial college transcripts, and **the Proposal Summary exactly as instructed on page one.** *(We recommend typing your forms. You can do so by downloading a PDF copy of this packet from the Compton Honors Program web page.)* Please do not include other materials.

5. Again, see page one for detailed Project Proposal instructions. **(Be sure to write the Project Proposal yourself exactly as shown on page one. Do not simply attach an assignment sheet from your instructor. Take care that your proposal is error free and neatly typed.)**

6. Before submitting your application, meet with your professor to share your Honors Project Proposal and all related materials. Your professor must sign the bottom of the Honors Contract Form on page five. Have this ready for your professor to sign.

7. **The deadline for applications is the end of week eight in fall and spring semesters (or the first day of week two in winter/summer). Late applications are not accepted.** Submit your complete application to the Honors Coordinator at _____. Please note that incomplete and/or late applications will not be approved.

8. **Before you begin working your Honors Contract project,** please wait for approval from the Honors Program Committee. They will review your application and your Project Proposal to verify that it is appropriate for honors course credit. You and your professor will hear back within ten days.

9. After you receive approval, meet with your professor periodically to discuss progress and/or submit work in increments as stated in your Project Proposal. Do not wait for your instructor to remind you.

10. Turn in your completed Honors Contract project to your professor by the deadline established in your Project Proposal. (This must be no later than the end of the term.) Your professor will evaluate your work to verify that it meets the criteria, and notify you. Please note that all Honors Projects must meet the above standards and be approved by the Honors Program Committee and the course instructor in order for you to receive the honors course credit designation.

11. Remember, even though your Honors Contract project is separate from your final course grade, you must earn an A or B in the class and on the Honors Project itself in order to earn honors course .

12. Upon successful completion of your Honors Contract project, consider becoming an official member of the Honors Transfer Program if you qualify. HTP members enjoy a number of benefits and opportunities. See the Compton Honors web page to obtain the HTP Student Handbook, or contact the Honors Program Coordinator at _____.

Honors Contract Projects: Guidelines for Instructors

1. In rare cases, potential honors candidates will approach you, but most often you will need to offer the opportunity for honors course credit. Please identify potential candidates during the first four weeks of your transfer-level courses and offer them the chance to complete an Honors Project. Everything they need to do is included in this packet. *Please note: Since Compton College does not have dedicated honors courses, this is the only way our students will have an equal opportunity to achieve honors credit.*

2. An Honors Contract project exists in addition to regular coursework; honors credit may be earned only by completing a project in addition to the regular requirements for a class. Such projects should be rigorous and demonstrate that the student is addressing material not normally covered in the course.

3. Some instructors prefer to develop Honors Contract project assignments in advance; others create such assignments in partnership with students. Either way is acceptable, as long as the student understands and agrees to the terms of the project. (If you need assistance with formulating your honors assignment, please feel free to contact the Honors Program Coordinator at _____.)

4. Please note that the Honors Contract project is completely separate from and in addition to your regular course material and *cannot* affect a student's overall grade in your class. If honors course candidates do not complete the project as agreed or their work is unsatisfactory, they do not receive honors course credit, but *their class grade is not lowered as a result.*

5. The work of writing the contract and submitting it with all required materials is completely up to the student. **Instructors should review the student's Project Proposal to ensure it is typed, proofread, and detailed, with all answers included as explained on page one.** It will be helpful to verify that the student's application is complete as well. (See the list of required items on the top of page one.)

6. After reviewing your student's Project Proposal, sign the bottom of the Honors Contract Form on page five and provide the contact information needed for page six. **PLEASE NOTE: Instructors must not fill out the application or write the proposal for students.**

7. **DEADLINES:** Students must submit completed Honors Contract applications **no later the Thursday of week eight during fall/spring terms and the first day of week two during summer or winter.** Applications are reviewed by the Honors Committee for approval. You and your student(s) will hear back no later than ten days after submission of application materials.

8. After receiving approval from the Honors Committee, students should begin working on their Honors Projects immediately. They are encouraged to meet with you periodically to discuss progress and/or submit work in increments if required as stated in their Project Proposal. Checking in frequently ensures success!

9. Honors course candidates will turn in their completed project to you by the deadline established in their Project Proposal. (This must be no later than the end of the term.) Please evaluate this work to verify that it meets the criteria outlined in their original proposal.

10. **Students must earn an A or B in your course AND on the Honors Project itself to be eligible for honors course credit.** Please inform the Honors Program Coordinator of students who have successfully completed their Honors Contract projects and earned a B or above in your class within ten days of the end of the term.

11. Please provide certification of project completion for Honors Program records **NO LATER THAN A WEEK AFTER THE END OF TERM.** Email the course title/number, student name/ID number, overall course grade, and Honors Project grade to _____. This will ensure that honors course credit is accurately recorded on student transcripts.

Honors Project Contract: Student/Instructor Agreement

*Students: Detach this sheet and submit it as pages 1-2 of your application.
Be sure both sides are completed! For your convenience, this form may be typed in PDF form.
See the first link at the top of the page on the Compton College Honors Program web page.*

DEADLINES: This contract and all materials listed on page one must be delivered to the Honors Coordinator's mailbox at _____ no later than the end of week eight during Fall/Spring term (or the first day of week two in Winter/Summer semester). Late applications are not accepted! Be sure you and instructor have signed the bottom of this page.

Student Information (Print or type clearly and provide all information requested.)

Student Name: _____

Student ID: _____ Student E-mail: _____

Course Information

Course Name: _____ Course Number: _____

Instructor Name: _____

Semester and Year: _____ Number of Units in Course: _____

The above-named instructor and student have met to discuss:

- Additional work required for fulfillment of honors credit in this course
- Detailed grading criteria for the Honors Project
- Specific deadline(s) for the Honors Project

*The student understands that honors credit will be awarded at the discretion of the Honors Program Coordinator, the Honors Program Committee, and the facilitating instructor; **all candidates must earn a B or higher in the overall course grade and on the honors project itself to quality for the honors course designation.** Failure to meet agreed-upon deadlines and criteria may result in no honors credit being awarded for the projects detailed herein.*

By signing this document, we attest that we have read and understand the guidelines set forth in this guide for contracting Honors credit.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Honors Contract: Approval Form Page

Students: Please complete the top half of this page.

Name of Student

Major

Instructor Name (printed)

Instructor's Campus Phone Number

Instructor E-Mail Address

NOTE: No Honors Contract will be accepted without completion of all preceding lines.

For Honors Committee Use Only

We, the undersigned, approve the above student to commence the work outlined in the Project Proposal section of this contract.

Contract Committee Representative Signature

Date

If the student named above earns a B or higher in this course, and the above-mentioned instructor certifies successful completion of the work described in the Project Proposal by the end of the semester, I will give final approval for Honors Course Credit and request that Admissions enters the "H" designation on the student's transcript no later than eight weeks after the close of term.

Honors Coordinator Signature

Date