



HONORS PROGRAM CONTRACT GUIDELINES

To the supervising professor

Thank you for working with one of our Honors students. At the beginning of the term, please explain all project requirements to your student. Specify the type of activities in which your student will participate, the frequency of such activities, and the scope of the final project. Students should be aware of the length and quality of the work to be accomplished, the number of required citations from peer-reviewed sources, the necessary disciplinary style, and the amount and frequency of lab work or field work or other assignments or components. Please establish a bi-weekly meeting schedule with the student, and be prepared to notify the Co-Directors and Coordinator of the Honors Program if the student misses or is late to a meeting. Before the third week of term, your student will be asked to submit his or her Honors Contract to the Honors Program, so be sure that you have signed the proposal form, and that your student has all the information he or she needs.

To the student

Take the time to discuss in detail the Honors Contract. Your responsibility as an Honors student is to fully understand the terms of the contract and meet them in a timely fashion. Your minimum responsibility in this project is to keep your advisor informed about your progress, observe deadlines, be on time for office meetings, and use this opportunity to exercise creative, independent, critical and analytical thinking.

Selecting a course and a supervising professor

Honors Contracts are reserved for those students who **cannot** register in a regular Honors Section due to program or graduation requirements. Students who request an Honors Contract because an Honors Section is inconvenient will not be approved. Like Honors Sections, Honors Contracts offer flexibility in teaching and learning strategies, more opportunity for faculty/student interaction, and a deeper understanding of the subject matter.

Only select 100 level or higher courses, no developmental or remedial courses qualify for an Honors Contract. In addition, only tenured or tenure track faculty can supervise an Honors Contract. In order to participate in the program, you must adhere to the following:

1. A student can only apply for one Honors Contract per semester.
2. A supervising professor can only supervise two Honors Contracts per semester.
3. Submit completed Proposal before the end of the third week of term.



The process

1. Complete the attached proposal form prior to the end of the third week of term.
2. The proposal should clearly document all required goals and objectives, assignments, expectations of performance, timetables and deadlines.
3. The proposal must include a schedule of meetings as well as timetables and project deadlines.
4. The proposal must require that the student demonstrate discipline-specific research methods, and documentation of scholarly sources.
5. The Project must be submitted on the date provided to you at the beginning of the term.
6. The project must be presented at the designated Colloquium at the end of the term.
7. The honors designation on the student's transcript will be awarded on completion of the project

Communication

Each student's mentor will check in with their mentee every week or two regarding the contract timeline. When necessary the mentor will also contact the faculty member supervising the contract and check in regarding the student's progress.

Honors Co-Directors and/or the Honors Coordinator will be checking in with both the students and contract faculty for contract updates during:

Week 2 of the semester

Week 8 of the semester

Week 13 of the semester

For any question or concerns please contact:

Karina Castro
Honors Program Coordinator
kcastro@hostos.cuny.edu
718-518-6609

Professor Cynthia Jones
Honors Program Co-Director
cjones@hostos.cuny.edu
718-518-6807

Professor Ernest Ialongo
Honors Program Co-Director
eialongo@hostos.cuny.edu
718-319-7933