



Honors Program



Honors Capstone Project Contract

Student: _____ ctclink ID #: _____

Student Email: _____

Current EvCC GPA: _____ Expected quarter graduation: _____

Completed HUM 195 and HUM 196 with B or better: _____

Instructor/Mentor: _____ Instructor Email: _____

Discipline (e.g. PSYC) in which project is to be carried out and transcribed: _____

Capstone projects can be fulfilled over 1, 2, or 3 quarters and must total 5.0 credits. A credit hour should reflect approximately 20-30 hours of work by the student. List the quarters (1, 2 or 3 total), indicate how many credits the students will earn for each (the total credits must equal 5) and how many times the instructor and student will be meeting each quarter (meetings for first quarter should be scheduled)

Quarter _____	Credits _____	# of Meetings Scheduled _____
(optional) Quarter _____	Credits _____	# of Meetings Anticipated _____
(optional) Quarter _____	Credits _____	# of Meetings Anticipated _____

The student and instructor engaging in the Honors capstone project contract need to discuss and agree on elements of the project outlined below before submitting this application. They should both participate in answering questions below.

Please describe the student's Honors capstone project in terms of subject, scope, and work product. Add attachment if needed.

Specify stages of student's work and instructor's assessment. If the project is to span 2 or 3 quarters, please specify in which quarter each stage of work and its assessment is to be completed. Assessment rubric is requested in a separate question, below.

Explain how the instructor and student will ensure that each stage of the work and its assessment is carried out on the schedule planned and what is their backup plan if any stage of the work is not timely or does not meet assessment criteria outlined below.

The following four Honors capstone project criteria are mandated by the Honors Program Charter. Please be specific in describing how this project will meet each criterion.

Describe how the project emphasizes breadth (interdisciplinary view of subject) and/or depth (in the chosen discipline)—beyond what is typically expected in this department's coursework and commensurate with 300-400-level college coursework.

Describe how the project promotes active/experiential learning.

Describe how the project (and its assessment) reflect high academic rigor.

Describe how the project requires work typically done by a professional in this field/discipline.

Active, sequenced assessment of the Honors capstone project by the supervising instructor is mandated by the Honors Program Charter. Both the instructor and the student should maintain dated records of assessment and meetings.

Please specify the rubric by which the project will be assessed each quarter and upon completion. Please be specific. Attach documents if needed.

This contract must be submitted to Honors Program Director by the 10th day of the first quarter for which approval is sought. Work should not be started until the project is approved.

Notice of whether the student satisfactorily completed the requirements of the project along with written assessments and meeting dates for each quarter must be submitted to Honors Program Director by the 1st day of the quarter following. Once work is approved, the student will receive transcript credit for the work done in the previous quarter (1, 2, 3, 4 or 5 credits). Transcript shall read (Discipline) 291: Honors Capstone Project for the first quarter, (Discipline) 292: Honors Capstone Project for the second quarter, if applicable, etc.

In signing below, the student agrees to complete the work specified on the schedule shown according to the assessment standards described above. The instructor agrees to oversee that work, advise and mentor the student during the quarter(s) spanned by the project and assess the work submitted by the student at the stages specified and using rigorous assessment criteria specified in this contract. Both instructor and student agree that the project will give the student a legitimate, rigorous Honors experience.

Student (sign): _____ **Date:** _____

Instructor (sign): _____ **Date:** _____

A faculty peer must sign-off on the contract before it is submitted. The faculty peer's signature indicates that he or she has read the contract and attests that the additional project proposed meets the criteria for Honors capstone projects outlined above and will provide the student with a legitimate, rigorous Honors experience.

Faculty Peer: _____ Faculty Peer Email: _____

Faculty Peer (sign): _____ **Date:** _____

NOTE: Faculty will be compensated upon completion of the student's capstone project work. If the student does not complete their work because the student has withdrawn from the class, then the faculty member's compensation will be pro-rated. If the student receives an Incomplete for the class, the faculty member will be compensated upon notification that the student has completed the class and the project.

Do Not Write Below This Point—Honors Program Office Only
_____ Received by Honors Program → Scanned for e-copy, receipt e-mailed to student/instructor
_____ Approved for _____ quarter start, # quarters _____
_____ First quarter notification of completion due from instructor (1 st day of following quarter) with documentation of assessments and dates of meetings
_____ Notification received from instructor. Satisfactorily completed: Assessments received _____ Dates of meetings shown: _____
_____ Enrollment services notified of contract fulfillment and asked to transcript _____ 291 _____ credits for _____ quarter

_____	Second quarter notification of completion due from instructor (1 st day following quarter) with documentation of assessments and dates of meetings
_____	Notification received from instructor. Satisfactorily completed: Assessments received: _____ Dates of meetings shown: _____
_____	Enrollment services notified of contract fulfillment and asked to transcript _____ 292 _____ credits for _____ quarter
_____	Third quarter notification of completion due from instructor (1 st day of following quarter) with documentation of assessments and dates of meetings
_____	Notification received from instructor. Satisfactorily completed: Assessments received: _____ Dates of meetings shown: _____
_____	Enrollment services notified of contract fulfillment and asked to transcript _____ 293 _____ credits for _____ quarter
_____	Student's fulfillment of capstone project credit recorded in data bank—5 credits