# Honors Project Application Form

Submit completed application forms to Honors Program Directors by the due date stated on Honors Program website.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Alternate Email Address</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>@my.ccri.edu</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Faculty Advisor Name</th>
<th>Faculty Email Address</th>
<th>Dept</th>
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Project Proposed For  

- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
Year ____________

In what course will you be doing this project?

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Reference Number (CRN)</th>
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Tentative title of Project  

Meeting Schedule (frequency, specific dates, etc.)  

How many Honors projects are you applying for this semester?  

- [ ] 1  
- [ ] 2

How many Honors projects have you completed at CCRI (not including this proposal sheet)?  

- [ ] 0  
- [ ] 1  
- [ ] 2  
- [ ] 3  
- [ ] 4 or more

Will you be completing your program requirements for graduation in the next year?  

- [ ] Yes  
- [ ] No

If yes, for  

- [ ] December  
- [ ] May  
Year ____________

Do you plan to participate in the Honors Forum at the end of the spring semester?  

- [ ] Yes  
- [ ] No

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**For Honors Program Director:**

- Academic Rigor  
  - [ ] Y  
  - [ ] N
- Independent Thinking & Research  
  - [ ] Y  
  - [ ] N
- Communication  
  - [ ] Y  
  - [ ] N
- Interdisciplinary  
  - [ ] Y  
  - [ ] N
- Prior missing refl/abstract  
  - [ ] n/a  
  - [ ] Y  
  - [ ] N
- Appr  
  - [ ] Y  
  - [ ] N

A copy of this form will remain with the Honors Program Directors.  

Revised November 2014
Objectives and Activities: What will you do that will provide greater depth and breadth of the subject matter? How will you do it?

Final Product: What end product will show that you have greater depth and breadth of subject matter? Be specific about requirements (including required components and lengths as appropriate)!

Briefly explain how this project will meet the Honors Program goal of fostering independent thinking and research, such as demonstrating critical thinking, information literacy, and/or inquiry and analysis.

Briefly explain how this project will meet the Honors Program goal of providing an interdisciplinary academic experience, such as integrating viewpoints from >1 academic discipline (if applicable).

How will the project be assessed and the grade determined?

I understand and agree to the above information and confirm my eligibility for participation in the Honors Program. If I choose not to participate, I must notify the Honors Director before the “last day to withdraw from a class to receive a grade of ‘W’ ” as designated by the Registrar. I agree to submit a 1 page personal reflection and an abstract to the Honors Directors by the last day of classes. I have read and understood the guidelines for Honors projects. ☐ Yes ☐ No

Student Signature ____________________________ Date ____________

I understand and agree to the above information, and I agree to uphold academic standards for a college-level honors project as described in the Honors Project guidelines and Project Application Evaluation Rubric. I agree to submit the final grade through MyCCRI by the date grades are due. I have read and understood the guidelines for Honors projects. ☐ Yes ☐ No

Faculty Advisor Signature ____________________________ Date ____________

Department Chairperson Signature ____________________________ Date ____________
Instructions for Filling Out the Honors Project Application Form

Get started in the first week of classes! It takes several weeks to coordinate with your instructor to fill out the form. Allow 1 additional week to get the department chairperson’s signature.

• **Student Information:** We need your full name, not any nicknames. Your student identification number is your 8-digit Banner ID assigned by the college (it starts with a 9). We will email all correspondence, so monitor your email accounts for important Honors information. PLEASE PRINT CLEARLY!

• **Faculty Advisor's Information:** This is the professor of the class you are doing the Honors Project in.

• All proposed Honors Projects are in an **existing course section** (a course you are currently taking). Include the 4-letter subject code, course #, section #, course title, and course reference number (CRN). All information can be found in MyCCRI. For example, Introduction to Geology is GEOL-1010-150, CRN 11260.

• **Tentative title for Project:** This is what ever you and your professor want to (initially) name your project. The name may change as you complete the project, and that’s fine.

• **Meeting Schedule and Dates:** This is up to you and your advisor. Example meeting schedules are: weekly, monthly with most correspondence through email, after class as needed, etc. The Honors Project needs to be completed before grades are due at the end of semester.

• **Number of Honors Projects and Graduation Information:** This helps us determine who is eligible to be an Honors Program Graduate.

• **Honors Forum:** We recommend participating in the Honors Forum, and creating the poster may be included as part of the requirements for the final product. However, by checking this box, you are not committing yourself to participate.

• **Objectives and Activities:** What will you do that will provide greater depth and breadth of the subject matter? What questions are you trying to answer, or what topics are you discussing? How will you go about doing this? Make sure your objectives are clear and you and your faculty advisor agree, since this is an agreement between you and your faculty advisor.

• **Final Product:** What end product will show that students have greater depth and breadth of subject matter? What will you turn in (e.g. written paper, art portfolio, poster presentation, oral presentation…)? Make sure you clearly and fully describe what you will create at the end (e.g. length, important requirements, included components, minimum number of references, etc.). Also, be sure the length is appropriate, since this is a significant academic undertaking and should take at least 20 hours of work.

• **Independent Thinking and Research Goal:** Honors Projects must meet the goal of independent thinking and research, such as through critical thinking, information literacy, and/or inquiry and analysis. Please see attached rubric.

• **Interdisciplinary Goal:** Although not required, it is desirable for Honors Projects to provide students with an interdisciplinary academic experience, such as by integrating viewpoints from multiple disciplines. Please see attached rubric.

• **Assessment:** How will your professor grade the project? What criteria will be used? (e.g. quality of work, timeliness, attending meetings as scheduled, creativity, clear communication, independence, etc.)

• **Signatures:** We need the original signature of you, the faculty member, and the department chairperson. You cannot turn in the form without the signatures, so plan ahead. We cannot accept photocopies or faxes.

• **Submitting it:** Please turn in your completed Honors application (use the checklist on the next page to ensure you didn’t make one of the common mistakes) to one of the Honors Directors, contact information below. We recommend making a copy of the form for you and your advisor before you turn it in.

**Questions? Contact the Honors Directors:**
Lynne Andreozzi Fontaine—Psychology Dept, CCRI Knight Campus, Room 3093, landreozzifont@ccri.edu
Karen Kortz—Physics Dept, CCRI Flanagan Campus, Room 1374, kkortz@ccri.edu
Goals for Honors Projects

The goals of Honors Projects done through the Honors Program at CCRI are to:
• foster independent thinking and research
• provide an interdisciplinary academic experience
• improve communication skills
• promote self-reflection of learning

Honors Project Guidelines

Each Honors project...
• addresses three or four of the goals for Honors Projects
• must be a significant academic undertaking (on the part of both the student and participating faculty member)
• must comprise over 20 hours of work
• is a supplementary project within a course that goes beyond the course requirements, relating the project to the curricula covered in the course
• often requires creative thinking and hands-on activities with clear practical application
• offers honors students an opportunity to interact more deeply and more personally with the subject matter of a given course
• should be worked on throughout the semester
• allows students to acquire new knowledge and skills
• enables students and faculty to work together as "colleagues in learning"—a cooperative spirit that reawakens the fundamental purpose of the academy
• assists students to become an integral part of a stimulating academic interchange

The specific requirements for each project are open so the projects can be creative displays of academic rigor. Examples of project formats include but are not restricted to research papers, PowerPoint presentations, poster presentations, displays of art or performance art, teaching lesson plans, computer programs, lab experiments and write-ups, evaluation of survey results, creative writing, teaching a week of class, etc.

Your Honors Project Application form must be fully completed BEFORE you submit it to the Honors Directors by the deadline. Please use the checklist below to ensure you have not made one of the common mistakes or omissions on the form.

- Your student ID number (Banner ID) is included.
- All course information (including the five-digit CRN) is included.
- The project and final product are described in enough detail to fully explain what you are doing.
- The department chairperson has signed the form (along with you and your faculty advisor).
- How the project will meet the Honors Program goals is clearly and specifically stated.
Project Application Evaluation Rubric

The following rubric will be used to evaluate your application to do an Honors Project. The first three criteria must be met in order for the project to be approved.

<table>
<thead>
<tr>
<th>Honors Project Criteria</th>
<th>Meets</th>
<th>Does Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Rigor</td>
<td>Project demonstrates that students will engage in activities that provide for greater depth of subject matter; project is a significant academic undertaking</td>
<td>Activities described that project does not delve deeply enough into subject matter. No description of rigor or description not detailed enough to evaluate.</td>
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<tr>
<td>Independent Thinking and Research</td>
<td>Project demonstrates critical thinking, information literacy, and/or inquiry and analysis. Project analyzes ideas in a thorough way, organizes materials and research data or creative techniques to produce detailed projects. Requires synthesis, creation, and analysis levels of thinking.</td>
<td>Activities described identify information in a basic way without independent thinking. No description of synthesis, creation, and analysis.</td>
</tr>
<tr>
<td>Communication</td>
<td>Project demonstrates the inclusion of clear and coherent claims with sufficient support including reasoning, evidence, and persuasive appeals, and proper attribution when necessary. Or project demonstrates clear indication that communication of ideas are delivered in the appropriate medium.</td>
<td>Activities described do not portray how ideas will be clearly communicated. No full description of communication requirements.</td>
</tr>
<tr>
<td>Interdisciplinary (optional)</td>
<td>Project integrates diverse knowledge, perspectives, and / or skills into arguments and / or strategies. Project draws conclusions from more than one field of study or disciplinary perspective.</td>
<td>Activities described do not indicate the consideration of more than one field of study or disciplinary perspective.</td>
</tr>
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Project Abstract

An abstract of your project is due to the Honors Directors on the last day of classes. An abstract is a summary of your project. Please see the Honors webpage for a full description of what to include in an abstract and examples.

Project Self-Reflection

A one-page self reflection of your project is due to the Honors Directors on the last day of classes. A self reflection should be a thought-provoking process which provides an assessment of what you learned about yourself while completing the project and your thoughts of your experience. Please see the Honors webpage for a full description of what to include in the self reflection.