**CRITERIA FOR DCC HONORS PROJECT**

* Must result in a tangible product AND be summarized in a brief written report. If a student chooses to complete a 15 to 20-page research paper, then the final paper is the tangible product AND also serves as the written report on the project. For non-research paper projects, this criterion might be met in other ways. For example, for an honors project to design and install the HVAC system in a Habitat for Humanity house, the finished installation would count as the tangible product, and a brief written project report could serve as the written documentation. \*
* Must involve a significant amount of time-on-task. Definitions of “significant amount of time” will vary, but, at a minimum, should probably involve several weeks of work (e.g., 4 or more) during which the student spends 6 to 8 hours per week engaged in project-related activities. Project-related activities could include planning & preparation, research & development, activities that are an essential part of the project (e.g., visiting a nursing home once per week to read to patients), record-keeping, journaling, data collection, data analysis, etc.
* Must be shared with or disseminated to others. The recommended method for meeting this criterion would be for the student to speak about the project to classmates, perhaps as a 10 to 15-minute in-class presentation. Alternatively, a project’s end result might be an event or a product that by its very nature is shared with others (e.g., a bronze sculpture, created as an honors project, that is placed on display in DCC’s library). At a minimum, the student should meet with the faculty mentor at the conclusion of the project to submit the project summary report and answer any questions that the faculty mentor may have about the project.
* Initial Project Proposal must include a timeline or schedule for completing the project. Timeline must include:
  + A planned start date and end date (it is understood that all dates are tentative and subject to change)
  + Dates for consulting with the instructor/mentor at two different times while the project is underway, but before completion; these consultations are intended to provide guidance to the student in completing the honors project.
  + Estimates of time that will be spent on different stages of project (e.g., 20 hours of research; 30 hours of writing research paper, creating art project, etc.; 2 hours to prepare presentation to classmates)
* If honors project is graded as pass/fail, student must earn a passing grade; if project is graded with a traditional letter grade (A, B, C, D, or F), student must earn a grade of C or higher. NOTE: Honors projects are not expected to be included in calculating a student’s final course grade. However, the decision to include or exclude the honors project grade as part of the student’s final course grade is left to the individual instructor.
* Must be concluded before the final week of the semester.
* Must be reviewed and approved by the honor’s committee chair(s) or their designees before project is begun.

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\* Suggested format for brief (maximum 500 words) written summary of honors project:

* Overview of Project. A paragraph describing the project, and what the final outcome of project was intended to be.
* Introduction. A short section or paragraph giving student’s rationale for project (i.e., why did student choose to undertake this project). Rationale for project should include specific ways in which this project was expected to expand student’s knowledge of course content or extend student’s understanding of course material.
* Process or Procedure. A full description of the project, usually presented in chronological order from start to finish. This section could be completed as a simple narrative or as a graphic timeline or as a bulleted list.
* Outcome. In reference to outcome stated in initial paragraph, the report should include a brief description of how the project ended and extent to which student achieved intended outcome.
* Reflection. Final paragraph should focus on what student believes was most important thing he or she learned by completing this honors project. Student could also share any thoughts or ideas about what might have been done differently to make the project more successful.

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| **HONORS PROGRAM PROJECT PROPOSAL**  Type responses in underlined areas.  Attach the completed proposal form to an email message and send to [Honors@danville.edu](mailto:Honors@danville.edu).  The Honors Committee will respond with a request for additional information and/or approval to move forward. | Danville Community College logo |

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| Student Name: |  |

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| --- | --- |
| Student Major: |  |

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| --- | --- |
| Number of DCC Credit Hours Completed: |  |

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| --- | --- |
| DCC Grade Point Average: |  |

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| --- | --- |
| Course Prefix and Number for the Proposed Honors Project: |  |

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| --- | --- |
| Course Title: |  |

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| Course Professor / Project Mentor: |  |

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| Project Description & Purpose:  (Type a thorough description of the who, what, where, why, and when associated with the project; the field will expand.) |  |

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| --- | --- |
| Student Signature & Date: |  |

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| Faculty Mentor Signature\* & Date: |  |

\*As the project is described, it is my opinion that the time, effort, rigor, and duration of the project will be equivalent to, or exceed, the rigor of a 15- to 20-page research paper accompanied by a 15-minute oral presentation.

**NOTE: Attach timeline for project when submitting this form.**