



# Honors Academy Contract Guidelines

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Thank you for entering into an Honors contract for a Non-Designated Course. The Contract you enter into should be a mutually beneficial experience. In order to meet the Honors Academy and/or scholarship requirements, please make sure your contract does the following:

- 1) Requires 15-20 hours of course work above and beyond the regular course load.
- 2) Utilizes measureable assignments (i.e. papers, presentations, projects, etc. or any combination thereof) that are directly assessed by the contracting professor and meet the 15-20 hours. Unsupervised tutoring and reading assignments often times do not offer measureable outcomes and may be turned down by supervising administrators overseeing the project.
- 3) Clearly delineates due dates, deadlines, and conferences, one of which should be at mid term so that scholarship students who are receiving money and Academy students who wish to maintain status can show proof of progress and effort at mid point in the term.

Honors students and/or faculty members who have difficulty completing contract requirements should contact Professor Suzanne Hess, College-wide Honors Coordinator, at 381-3714 and in A210 on the Kent Campus of FCCJ. Examples of successful contracts can be viewed on the FCCJ Honors website, [www.fccj.edu/prospective/honors](http://www.fccj.edu/prospective/honors).