



HONORS PROJECT GUIDELINES

COLLEGE HONORS

Prior to their last semester, students with at least a 3.0 GPA may file intent to apply for College Honors. The intent forms are available on the Honors webpage at <https://www.lccc.edu/academics/college-honors/honors-at-lccc>. A student will be awarded College Honors if she/he receives the grade of B- or better in at least FIVE honors-designated courses and/or standard courses enhanced with an Honors Project. Honors Project applications are available on the Honors webpage at <https://www.lccc.edu/academics/college-honors/honors-project-application>. The deadline for applications to be turned in is at the end of the 5th week of the semester.

HONORS PROJECTS

General Requirements/Guidelines:

Students must have at least a 3.0 cumulative GPA to submit an Honors Project application and must earn a grade of B- or better in the enhanced course to receive the Honors designation.

Honors Projects may be completed in almost any 3-5 credit college-level class. Honors Projects are NOT recommended in courses less than 14 weeks in duration.

Students work directly with the instructor for the course to develop an honors project.

Projects must represent work over and above what is otherwise required for the course. Honors Projects must go beyond the course material by looking in depth at some aspect of the standard course material or a related topic. Projects can be a separate, additional assignment or an enhancement to an existing assignment.

An Honors Project should involve the amount of effort and depth required to research and write a 15-page, double-spaced paper with at least 10 scholarly sources. Projects, however, need not take the form of a standard research paper. For some courses, lab work, primary research, or a creative production may be appropriate. In such cases, a shorter paper involving some research, describing a process, or including reflections may be appropriate.

See samples of project descriptions on the Honors web page at <https://www.lccc.edu/academics/college-honors/honors-projects-and-courses>. (Note that the Guidelines have changed slightly since these descriptions were written.)

Procedures for Students/Faculty:

Initial Project Development

- Unless the course has an instructor-designed honors project available, it is the student's responsibility to develop the initial proposal for the project, though mentors are expected to work with the student to refine the proposal.
- It is at the discretion of the faculty member whether to accept a student's request to serve as a mentor for an Honors Project. Although it is typical for the course instructor to serve as the mentor for a project connected to her/his course, it is acceptable for another faculty member to take that role if the instructor is unwilling but the student is otherwise qualified.
- If the project involves collecting data from or about people, Institutional Review Board (IRB) approval is also required. Information on the IRB approval process can be found online on the Honors web page at <https://www.lccc.edu/academics/college-honors/honors-projects-and-courses>.

Application and Approval

- Once the faculty mentor approves the Honors Project, an application must be completed and submitted. The application contains a detailed description of the proposed project.
- Approval from a second faculty member, preferably someone from the same or related academic area, is required on Page 1 of the application to assure that the project is honors-worthy. At least one of the two faculty must be a full-time LCCC faculty member. Unless otherwise requested, there is no further role for the second approver.
- The completed application must be submitted by the student via email to honors@lccc.edu (from their LCCC email address) by the end of the 5th week of the semester for final approval by the Honors Council. (Note that the last approval from the Honors Council is added after the application is submitted.)
- The Honors Administrator will confirm via email that both faculty members listed on the application have approved the project.
- Many proposals are approved “as is”; some are approved with suggested modifications; some are not approved. The faculty mentor will be copied on the email sent to the student regarding final approval.

Working on the Project

- Students must meet with the faculty mentors at least twice during the course of a project to discuss the work. The dates for these meetings should be listed on the application.
- Students must complete their projects by the end of the semester. On occasion, a project may need some modifications or revisions. In such cases, it is at the discretion of the faculty mentor to allow for additional time to make these corrections.

Evaluation of Finished Project/Last Steps Taken by Faculty Mentor

- In general, projects are evaluated on a successful/non-successful basis, rather than being independently graded. If a project is an enhancement to an existing assignment, it can be issued a grade that will impact the student’s course grade. If the project is an additional assignment, then it is usually not graded in a way that impacts the student’s course grade.
- If the finished project is deemed successful by the faculty mentor and the student receives a course grade of B- or higher, the mentor will need to complete an Honors Change of Grade form and submit to Registration/Student Records. An Honors Change of Grade form will be emailed to all faculty mentors near the end of the semester. Registration/Student Records will add the “H” designation to the student’s grade to appear on the student’s transcript after all steps are completed.
- A copy of the final project must be submitted by the faculty mentor to the Library for archiving, once the Change of Grade form has been turned in.
- If projects are not completed, or not completed successfully, there is no penalty. The student just does not receive the H designation.

Honors Project Showcase

- LCCC hosts an Honors Project Showcase every April to allow students the opportunity to present their work to the community. All students completing an honors project and project faculty mentors will be invited to this event.