## Class Project Agreement

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Trumbull Campus

The Honors College permits students to create an Honors section of a standard KSU non-Honors course with the approval of the course instructor. The goal of this project is to provide students with an enriched educational experience through a course in the major or other field of interest. All extra course work is due no later than the last day of regular classes for the course UNLESS otherwise agreed upon in writing by the faculty member and the student.

Both the student and the instructor should review the guidelines and the requirements before completing and signing. This form is due by 11:59 pm on the following days:

Due Dates: **CPA Form due on SECOND FRIDAY of the semester for which the CPA is being completed.**

### **Eligibility**

* The student must have held membership in the Honors College for at least one semester prior to the CPA and have completed at least one all-Honors class.
* Only letter-graded KSU classes may be used with the CPA.
* Students may complete only one CPA per semester.
* The CPA cannot be used with asynchronous online classes. Traditional in-person, hybrid, and synchronous remote courses are permitted.
* The CPA cannot be used for a class section already offered as Honors in that current term.

**Student Responsibilities**

* Discuss the CPA option during regular Honors academic advising prior to submitting a contract.
* In consultation with the instructor, create a proposal (approximately 200 words) describing the Honors component of the class (next section).
* Submit the completed and signed “Honors College CPA” form to the Honors Coordinator Dr. Laurie Hines (lhines@kent.edu)
* Complete all required course assignments and activities as agreed to in the description. Once these forms are submitted, they are binding.

**Instructor Responsibilities**

* Consult with the student in preparing and completing the “Honors College CPA” form, especially the “Project Description” section.
* Prepare either a separate syllabus for the Honors section or a syllabus addendum for the Honors section. This syllabus/addendum must include clear information on assignments and grading.
* Sign the “Honors College CPA” form and include a copy of the syllabus for the regular course and any addendum included as part of the CPA.
* Submit a final course grade based on the Honors section expectations. If a student does not complete the agreed upon work, they may not be graded based on the original syllabus. Once these forms are submitted, they are binding.

### **Student Information**

First Name: Click or tap here to enter text. Last Name Click or tap here to enter text.

Class Standing (Choose from drop-down): Choose an item.

Kent State ID:Click or tap here to enter text. Kent Email: Click or tap here to enter text.

### **Contract Information**

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix and Number (e.g. ENG 11011): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Instructor Information**

Instructor Name: Click or tap here to enter text.

Instructor Department: Click or t to enter text.

Instructor Email: to enter text.@kent.edu

**Project Description**

Describe your intended project (200 word minimum) in the space provided below.

* This information must be completed for a project to be considered and/or approved.
* Contract details should be as specific as possible:
  + Describe the project, assignments, and/or activities required
  + Identify any additional readings and/or indicate the number and kind of readings student must complete (ie., “Student will read 5 articles from academic journals such as…”)
  + Identify important dates such as submission deadlines for Honors work and any meetings between the instructor and student held outside of normal class sessions. This may include a detailed schedule or simply the numbers of meetings over the course of the semester.
  + Optional: how the final course grade will be determined and/or the weight to be given the additional assignments
* This form and the description of your project become binding addenda to the non-honors syllabus.
* A copy of the non-honors syllabus for the course is required as part of this agreement.

Click or tap here to enter text.

### **Project Acknowledgement and Approvals**

*Before you go any further, please save this document as a PDF and use the “Fill & Sign” electronic signature option. After you digitally sign, save your PDF (the file name should be your last name, followed by CPA: Jones\_CPA) and email to lhines@kent.edu.*

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Student Signature Date Instructor Signature Date

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Honors College Coordinator Signature Date Dean’s Signature, Honors College Date

***Office of the University Registrar Use Only***

***HONORS ATTRIBUTES ADDED TO TRANSCRIPT FOLLOWING END OF SEMESTER***

***\_\_\_\_\_\_\_\_ (Completed Date) \_\_\_\_\_\_\_\_\_ (initial)***

**University Registrar Representative (Reviewer/Processor) Name/Date**