If a student decides to participate, what is involved?

1. Students should contact the Honors Program Coordinator, to have their eligibility checked. To make an appointment, stop by the coordinator’s office or leave a message on voice mail. jweis@eicc.edu or 563-441-4027

2. Students eligible for the S.C.C. Honors Program, with the help of the Honors Program Coordinator, may register for a three-credit Honors Seminar, a one-credit Honors Independent Study, or a one-credit Honors Service Project. Note: students may complete a maximum of two Honors Projects per semester.

3. Students enrolling for an Honors Independent Study will, with the assistance of the Honors Program Coordinator, find an appropriate instructor to mentor the course. Students enrolling for an Honors Service Project will, with the help of the Service Project coordinator, find an appropriate organization the project.

4. Students in Honors Independent Study courses will discuss ideas with their respective mentors as to how the 33 hours to complete the Honors Project will be spent. Students completing the 33 hours for the Honors Service Project should follow the Guidelines for Service Project Journals and Guidelines for Service Project Reaction Papers as well as meet with the Service Project coordinator for advice and direction.

5. Then students will complete the "Plan of Action" forms, which include a description of what will be done for the project, how often the student and instructor will meet, and a timeline for completion of the agreed-upon work.

6. Next, students will give the “Plan of Action” forms to their designated instructors for approval and signature. Students will also sign the form, and then make a copy of the completed "Plan of Action" forms for the instructor. Students in the Honors Independent Study courses then will bring the original forms to the Honors Program Coordinator; students enrolled in an Honors Service Project should bring the original forms to the Service Project Coordinator.
7. The Honors Program Coordinator will give all the "Plan of Action" forms to the S.C.C. Honors Program Committee for approval and signatures. If the "Plan of Action" is not approved at this point, a one-week rewrite period will be granted, and the new "Plan of Action" can be submitted again for approval.

8. If the Plan of Action is approved, the student will spend 8-14 weeks and a minimum of 33 hours on the Honors Project, whether for Independent Study or Service project. The student will meet with the instructor at least three times during the semester to check and discuss progress. (These dates are on the "Plan of Action" form.) However, the S.C.C. Honors Committee recommends that students and their instructors meet more often than the required minimum of three times; weekly meetings would be ideal if they can be arranged.

9. Students choosing to do an academic research paper for their project MUST meet at least once with the Writing Center Supervisor to discuss the proper format to be followed before the paper is completed. The student, the instructor, and the Writing Center Representative must all agree on the most appropriate format for the research paper. The S.C.C. Honors Program Committee recommends that this step be completed early in the project, preferably before the first progress report with the instructor.

10. All Honors Projects will contain some element of written work. (See the guidelines in the Student Handbook.) Writing should be proofread by the instructor before it is proofread by a designated Honors Committee member. Students will have approximately one week from this final proofreading by an Honors Committee member in which to revise their writing for the final version of the project.

11. Students will turn in completed projects to their instructors for evaluation.
   a) The instructor will give the project a grade. NO GRADE OF INCOMPLETE WILL BE GIVEN.
   b) The instructor will also recommend whether or not the Committee should approve the project for Honors credit.
   c) The instructor will submit the completed Honors Project and Honors Project Evaluation Form to the S.C.C. Honors Program Coordinator for distribution to the Honors Committee.

12. If the S.C.C. Honors Committee approves the project, it will be bound and placed in the S.C.C. library, and it will count as one of the four projects required for the Honors program.

   If the project is NOT approved, it will not be placed in the Library, and it will not count as one of the four projects required.
Note: Disapproval by the Honors Committee will not affect the student’s grade for either the project or the course as determined by the instructor.

13. If the Honors Committee conditionally approves a project but wants the student to further revise it or “clean it up” before having the project placed in the Library, the student will have until the end of that semester to complete the designated corrections. If the student fails to meet the set deadline or does not make the recommended changes, that project will not be housed in the Library, but the student will still receive Honors credit towards the required minimum four projects.

14. Upon completion of the S.C.C. Honors program—a minimum of four Honors projects including at least one Honors Seminar, one Honors Independent Study, and one Honors Service Project—the student’s transcript will contain the following statement: “This student has completed the Scott Community College Honors Program.”