

**ALL COMPONENTS MUST BE COMPLETE IN ORDER TO RECEIVE  
HONORS ACADEMY DIPLOMA DISTINCTION**

*If special circumstances surrounding your project will keep you from meeting due dates, it is YOUR responsibility to be proactive and speak to an Honors Academy Faculty Committee member WELL BEFORE the proposed due date.*

COMPONENT	DUE DATE	COMPLETE
<b>I. Proposal Form</b>		
○ Draft submitted Electronically (form on HA website)	<b>3/26/2021</b>	
○ Meeting with HA Faculty Mentor to revise proposal (if necessary) (Bansal, Boggan, Freeman, Schmitt, Simone)	<b>April 2021</b>	
○ Final Draft submitted <b>electronically</b> to houstonhonorsacademy@gmsdk12.org AND your HA Faculty mentor.	<b>5/07/2021</b>	
○ Final draft submitted in <b>hard copy to HA Faculty Mentor</b> with Parent, Community Mentor, HA Faculty Mentor, and Student Signature	<b>5/07/2021</b>	
<b>II. Mentor Form</b>		
○ Submit Electronically (form on HA website)	<b>4/16/2021</b>	
○ Hard copy with Mentor and Student Signature submitted to <b>HA Faculty Mentor</b>	<b>5/07/2021</b>	
<b>III. Research Paper Due</b>		
○ See guidelines on www.houstonhonorsacademy.com	<b>Rough Draft- 09/10/2021</b>	
○ MLA Format		
○ 1200-1500 words (5 pages approx.)	<b>Final Draft- 10/22/2021</b>	
○ at least five sources with a Works Cited page		
○ Peer Edited by two HA members		
○ Hard copy submitted to <b>HA Faculty Mentor</b>		
○ Submitted electronically to houstonhonorsacademy@gmsdk12.org		
<b>IV. Project Log/Journal submitted</b>		
○ Community Mentor Signature	<b>09/10/2021</b>	
○ Submit hard copy submitted to <b>HA Faculty Mentor</b>		
<b>V. Oral Presentation of findings</b>		
○ <b>Scheduled by student in communication with HA Faculty Mentor</b>	<b>10/22/2021</b>	
○ <b>Presented to community group or selected peers</b>		
○ 10-15 minutes		
○ Hard copy of Presentation Evaluation submitted to <b>HA Faculty Mentor</b>		
<b>VI. Celebration of Excellence Presentation</b>		
○ Tri-fold presentation with pictures, video etc. of your project	<b>March 2022</b>	
○ Q and A session with celebration attendees		

**All Forms and documents may be located at:**  
[www.houstonhonorsacademy.com](http://www.houstonhonorsacademy.com)

**Why do I have to have two mentors?**

- Your **HA Faculty Mentor** is the person who signs off on and verifies your completion of each step in the process. You turn in hard copies of all paperwork to this person. Your HA faculty mentor can also provide guidance if you proactively seek them out prior to deadlines or when difficulty arises.
- Your **Community Mentor** is the person who guides the content and the experience of your project. You are responsible for securing your community mentor and fulfilling the parameters of the project in collaboration with them.

**How can I find out who my faculty mentor is?**

- Your HA faculty mentor will reach out to you via email by the second week of April, 2019.
- A list of students and faculty mentors will be sent out via Honors Academy email.

**What if my community mentor cannot fulfill their commitment?**

- When you find out this information, communicate with your HA Faculty mentor regarding next steps.
- If you switch community mentors, then you will need to submit another Mentor form online and to your faculty mentor.

**What are good opportunities to present my findings?**

- The Germantown Community Library
- At the place where you did your internship
- To a group at an elementary school/middle school
- Church or other community group (Girls Scouts, Boy Scouts, Girls Inc.)
- If an art exhibit, consider GMSD central office or Germantown Community Theater

**Does it have to be an internship?**

- Absolutely not- it just needs to be a project with an expert in your area of interest.
- Think about what experience would make you stand out from a pool of college applicants.

**Can I count Governor's school/ my Eagle Scout Project etc?**

- No- this needs to be an independent project that you organize and develop and showcases your unique skills.

**What does it mean to have a community impact?**

- Part of your project must touch the community in some way
- Lead a camp in an underserved area, develop a community service project that benefits the organization where you interned or the community at large.

**What happens if I don't complete the project or decide not to complete it?**

- You will not receive a stole or a medal to wear at graduation.
- If you decide not to complete your project, please email [mail@houstonhonorsacademy.com](mailto:mail@houstonhonorsacademy.com)