HON 3000 Filling Your Field Learning with Service-Learning

Service-learning prepares students for productive lives in a diverse urban and global environment by involving students in community-based education and civic engagement.

HON 3000 is a zero (0) credit course for satisfactory/unsatisfactory grades. It is generally paired with an approved field-learning course in the same semester. Earning a B or better (3.00) in both the service-learning course and on the service-learning honors assignment/project will result in an S (“Satisfactory”) for HON 3000. Regardless of whether the service-learning class is an Honors section or not, it will count as Honors credit towards the 28 credit University Honors requirement.

Service-Learning can be completed by creating an Independent Service-Learning experience that directly relates to a 2000-level or above course in which a student is currently enrolled. Use this Service-Learning form to propose this Independent Service-Learning with at least 25 hours of community service plus a reflective assignment connecting the service to the academic content of the class. The student is responsible for coordinating all of the criteria for a service-learning class and the additional Honors assignment to fulfill the Field Learning requirement.

Tips for proposing a service-learning project:

1. Make sure that the service-learning project is directly linked to the learning outcomes of the course being used. State this connection clearly in your proposal.
2. Be specific in your proposal about the academic component of your project. If you are writing a paper, please state how many pages it is going to be. If you are doing a presentation, please state what it is on, who it is for, and how long it is going to be.
3. Getting all of the details set with your professor can take some time, so start this conversation at the beginning of the semester so that you can turn in your paperwork by the due date.
4. If you or your professor has any questions, please have them contact honors@wayne.edu and an Honors Academic Advisor will be able to assist.

Independent Service Learning proposals are subject to review by the Honors College in order to register for HON 3000.
## Agreement between Instructor and Student
I agree to the Proposal as outlined in the materials on page one. I understand that the arrangement may be altered or cancelled during the course of the semester with the consent of all parties involved (instructor, student, and Honors College representative).

<table>
<thead>
<tr>
<th>Student: ______________________________</th>
<th>Faculty Member: __________________</th>
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<tbody>
<tr>
<td>Banner ID: ___________________________</td>
<td>E-mail: _________________________</td>
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<td>Phone: _______________________________</td>
<td>Signature: ______________________</td>
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<tr>
<td>Signature: ___________________________</td>
<td>Title of Faculty: __________________</td>
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## Community Partner

<table>
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<tr>
<th>Place of service: ______________________________</th>
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<tr>
<td>Address: Street __________________ City _______ Zip Code ____________</td>
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<tr>
<td>Number of Hours Planned: (minimum of 25 hours per semester) ____________________</td>
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<tr>
<td>Contact Person and Phone Number: ____________________________</td>
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<td>Signature of Contact Person: ____________________________</td>
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## Service Learning Checklist (to be completed by the Honors student):
- Must have a 3.3 cumulative GPA to propose an Independent Service-Learning
- Check the ‘Title’ of your Professor (See Item #1 on the Tips page for instructions)
- Attach copy of course syllabus (not needed for HON 4940 or HON 4990 courses)
- Include typed proposal identifying the type of service being performed and how this service is being academically linked to the coursework in the identified course. This is often through a reflective component (paper, presentation, blog, etc.) MAXIMUM 3 PARAGRAPHS
- Sign form and obtain Professor’s signature. If using a part-time faculty member, the cosignature of the Department Chair will also be needed. GTAs and GRAs not permitted.
- Submit form, syllabus, and proposal to the Honors College by the due date on the form.
- Late forms will not be accepted unless an extension is requested from the Honors College before the due date.
- Complete the Service Hours Verification Form and submit by the end of the semester

Signature of Approval from Honors Adm.: ____________________________________________

<table>
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<tr>
<th>Date received:</th>
<th>Entered into Spreadsheet:</th>
<th>GPA Confirmation:</th>
<th>Date of Requested Revision:</th>
<th>Evaluation:</th>
</tr>
</thead>
</table>
HON 3000 Service-Learning
Service Hours Verification Form

Student Name: ____________________________  9 Digit WSU ID# ______________________

Organization Name: ________________________________

Contact Phone: _________________________ Contact Email: _________________________

Description, Location, Date, Time, of Service Project:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Number of Hours Completed: __________

Supervisor Signature: ___________________________ Date: ______________

Supervisor Name Printed: ______________________________

Student Signature: ___________________________ Date: ______________

FOR OFFICE USE ONLY:
Date Received: ___________ Initials: ___________

Faculty Signature: ___________________________ Date: ______________
Tips for proposing an Independent Service-Learning Honors project:

1. **CHECK THE TITLE OF YOUR FACULTY.** In order to check the “Title” of your faculty to see if they are full time or part time please use the following steps.
   a. Go to www.wayne.edu
   b. Use the search tool and enter in the name of the Professor in question and click the ‘people’ option
   c. Click on the name of the Professor in the list of names that generates
   d. The ‘Title’ of the faculty is what you need to see.
      i. If the ‘Title’ matches any of the categories listed on the Proposal form, then they are considered a full-time faculty and you would check the corresponding box
      ii. If the “Title” states PT UTF, then they are a part-time faculty and you would need to get the co-signature of the department chair before you submit your forms
      iii. If the ‘Title’ states **Graduate Teaching Assistant or Graduate Research Assistant**, then this professor is not eligible to participate in the Independent Service-Learning and you would not be able to use this class for the Field Learning requirement.

2. Make sure that the service is directly linked to the learning outcomes of the course being used. Make sure to state this connection clearly in your proposal.

3. Be specific in your proposal about the academic/gradable component of your project. If you are writing a paper, please state how many pages it is going to be. If you are doing a presentation, please state what it is on, who it is for, and how long it is going to be.

4. Getting all of the details set with your professor can take some time, so start this conversation at the beginning of the semester so that you can turn in your paperwork by the due date.

5. If you or your professor has any questions, please have them contact honors@wayne.edu and an Honors Academic Advisor will be able to assist.