

WAYNE STATE
UNIVERSITY
IRVIN D. REID
HONORS COLLEGE

HON 3000 Fulfilling 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.

HON 3000
**Independent Service-Learning
 PROPOSAL FORM**

Winter 2020 Deadline: Wednesday, February 7, 2019

Course: Dept: _____ No: _____ Term: _____

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).	
Student: _____	<input type="checkbox"/> Check, if part-time
Faculty Member: _____	
Banner ID: _____	E-mail: _____
Email: _____	Phone: _____
Phone: _____	Signature: _____
Signature: _____	Title of Faculty: _____

Community Partner			
Place of service: _____			
Address: _____			
Street	City	Zip Code	
Number of Hours Planned: (minimum of 25 hours per semester) _____			
Contact Person and Phone Number: _____			
Signature of Contact Person: _____			

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.: _____

Date received:	Entered into Spreadsheet:	GPA Confirmation:	Date of Requested Revision:	Evaluation:



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.