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. 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 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 about the academic component of your project. If you are writing a paper, 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 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 to register for HON 3000.

ABN 7/25/2022

HON 3000 PROPOSAL FORM
Independent Service-Learning

Course: *Dept:* _____ *No:* _____ Term: _____

Instructor-Student Agreement

I agree to the Proposal as outlined on page one. I understand that the arrangement may be altered or cancelled during the semester with the consent of all parties involved (instructor, student, and Honors College representative).

☐ Check, if part-time

Student: _____   Faculty Member: _____

Banner ID: _____   E-mail: _____

Email: _____   Phone: _____

Phone: _____   Signature: _____

Faculty Title: _____

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: _____

NOTE: Due to online programming – a forwarded email or screenshot of dialog with your instructor is also acceptable.

Checklist (completed by Honors student):

☐ Must have a 3.3 cumulative GPA

☐ Check the 'Title' of your Professor (See Item #1 on the Tips page)

☐ Attach 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.) **MAXIUMUM 3 PARAGRAPHS**

☐ Sign form and obtain Professor's signature. If using a part-time faculty member, the co-signature of the Department Chair will also be needed. **GTAs and GRAs not permitted.**

☐ Submit form, syllabus, and proposal to honors@wayne.edu by the due date on the form.

☐ Late forms are not accepted unless extension requested **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:

2

WAYNE STATE
Irvin D. Reid
Honors College

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: _____

ABN 7/25/2022

Tips for proposing an Independent Service-Learning Honors project:

> **CHECK THE TITLE** OF YOUR FACULTY**.** 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 and click the **people** option
c. Click on the name of the Professor in the list of names that generates

> The **Title** of the faculty is what you need to see.

i. If the **Title** matches any of those below, then they are considered a full-time faculty
    1. Professor, Associate Professor, Chair, Assistant Professor, Clinical Instructor, Director, Assistant Clinical Professor, or Associate Chair
ii. If the **Title** states PT UTF, then they are a part-time faculty, you must get the co-signature of the department chair before you submit your forms. Example: Adjunct Faculty
iii. If it states **Graduate Teaching Assistant** or **Graduate Research Assistant**, then this professor is <u>not</u> eligible to oversee the Service-Learning and you would not be able to use this class for the Field Learning requirement.

> Ensure 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.

> Be specific about the academic/gradable component of your project. If you are writing a paper, 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.

> Getting all the details set with your professor can take time, so **start this conversation at the beginning of the semester**.

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