

### **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 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 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 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](mailto: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 PROPOSAL FORM**  
**Independent Service-Learning** Deadline: February 10, 2022

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).

Student: \_\_\_\_\_ Faculty Member: \_\_\_\_\_  Check, if part-time

Banner ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty Title: \_\_\_\_\_

**Community Partner**

Place of service: \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	Zip Code
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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.) **MAXIMUM 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 not be 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:
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## HON 3000 Service-Learning Service Hours Verification Form

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Student Name: \_\_\_\_\_ 9 Digit WSU ID# \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

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Number of Hours Completed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**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](http://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](mailto:honors@wayne.edu) and an Honors Academic Advisor will be able to assist.