

WAYNE STATE  
UNIVERSITY  
IRVIN D. REID  
HONORS COLLEGE

**Fulfilling Your Honors Service-Learning Requirement**

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

Service-learning courses reflect the four Honors pillars:

- **Community:** over the course of a semester, students will work with a clearly identified community partner (churches, non-profit organizations, schools, etc.)
- **Service:** it is expected that students will complete a minimum of 25 hours of service
- **Research:** generally, service-learning courses should be led by full-time faculty, be relevant to the academic content of the associated class and include a reflective component such as papers, journals, weblogs, or creative projects.
- **Career:** the three-credit class applies towards degree requirements and Honors credits as well as connecting students to the surrounding community.

HON 3000 is a zero (0) credit course for satisfactory/unsatisfactory grades. It must be paired with an approved service-learning course for at least three (3) credits in the same semester. Earning a B or better (3.00) in both the service-learning course and on the service-learning honors option 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 36 credit University Honors requirement.

The Service-Learning Honors Option seeks to add a service-learning component to a class through Honors Option (2000-level or above). Use the Service-Learning Proposal to propose an Honors Option 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 for Honors Option.

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

**Service Learning Honors Option proposals are subject to review by the Office of Community Engagement in order to register for HON 3000.**

SERVICE-LEARNING  
HONORS OPTION PROPOSAL FORM

**DUE DATE FOR Fall 2017: Friday, Sept 29, 2017**

Course: \_\_\_\_\_ Term: \_\_\_\_\_

<b>Agreement between Instructor and Student</b>	
I agree to the terms of the Honors Option Proposal as outlined in the materials above. 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: _____	Faculty Member: _____
Banner ID: _____	E-mail: _____
Email: _____	Phone: _____
Phone: _____	Signature: _____
Signature: _____	Title of Faculty: _____

<b>Community Partner</b>		
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 Honors Option Checklist (to be completed by the Honors student):

- Must have a 3.3 cumulative GPA to propose a Service-Learning Honors Option
- 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 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 the Honors College no later than 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.**
- If notified, make required revisions and return to the Honors College
- 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

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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 Service-Learning Honors Option 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 Honors Option 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 Honors Option process and you would not be able to use this class for Honors Option credit.
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.