



2009-10 Service Project Guidelines

- All Honors students are encouraged to participate in service projects as part of the Honors community. Students who complete 30 hours of service per year and a critical analysis will be awarded an **Honors Program Service Certificate** that documents their participation. You may earn an Honors Service Certificate every year, if you choose. Recipients of an Honors Tuition Waiver are required to participate in at least 12 hours of Honors service projects and a critical analysis each semester.
- For service projects to count for Honors, projects must be approved by the Service Learning Committee. Any Honors student may **propose a project**. Students wishing to suggest a new project should submit a Service Project Proposal to the Honors Program office **at least a month prior to the event for a group project**, and **at least two weeks before the event for an individual project**. See Service Project Proposal Guidelines and Form for more information.
- To have the hours count, the student must participate in at least one approved **educational component** that accompanies the project. This might include speakers, readings, discussion sessions, or films.
- Each project must have a **designated student coordinator**. That coordinator is responsible for recruiting volunteers, posting information on the activities, developing educational components and turning in a roster of participants. Students may count time spent in planning and coordinating as part of their total service hours.
- If a student wishes to work alone on **individual service projects**, the student must submit a proposal to have the project counted to the Honors Program office **at least two weeks prior to the event**. See Service Project Proposal Guidelines and Form for more information. This student may serve as his or her own student coordinator, but must have the hours documented by an agency representative.
- Time spent in planning and coordinating **HPSO events** (trips, the formal, etc.) may also count as service hours.
- The Honors Program Office will maintain records of service hours completed for each member of the Program. These records are compiled in this way:
 - Within one week of the completion of each service project and after verifying the hour totals with each participant, **student coordinators must submit a record** of the participants, including the number of hours worked for each.

- **Each student must submit a record** of her/his own hours completed at the end of each semester. **Please document your hours on your Personal Service Hour Log as you finish each project rather than trying to fill it out from memory at the end of the semester.** Students wishing to earn a Service Certificate must also submit a **3-page critical analysis** on the experience at the end of the year. Tuition Waiver recipients must include a **3-page critical analysis** with their log each semester. See Service Learning Critical Analysis Guidelines for more information.
- Sign-up sheets for service projects are kept in the red binder in the Honors Office (Room 7).
- Students who are not members of the Honors Program may participate in service projects.

How to participate in a service project:

- Check your Honors listserv messages for announcements about upcoming projects. Signs will sometimes be posted around the Honors building, as well.
- Sign up for a project in the red binder kept in the Honors Office (Robertson 7).
- Use the contact information from the email and the signup sheet to contact the student coordinator with any questions you have about the project.
- At the project site, sign in on the Honors Service Project Sign-in Form and document the hours you worked.
- Participate in any required educational components before and/or after the event.
- Record your work on your Personal Service Hour Log.
- If you are a tuition waiver recipient, submit this log and a 3-page critical analysis to the Honors Office no later than Reading and Review Day at the end of the semester.
- If you wish to earn an Honors Service Certificate, submit this log and a 3-page critical analysis to the Honors Office no later than Reading and Review Day at the end of the year.