



## 2009-10 Service Project Coordinator Guidelines

Interested in coordinating an Honors Service Project? Here are the steps:

- All projects must be approved by the Honors Program. If your project has not already been approved, you will need to follow this process. First you may discuss your idea with Robin David, who coordinates service projects for Honors. Next, **propose your project** to the Service Learning Committee of Honors Program Student Organization (HPSO). The Committee meets twice a month to review proposals. To propose a project, submit the Service Project Proposal Form to the Honors Office **at least a month before 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 details.
- Develop the **educational component**. Each project must include preparation and/or reflection. Consider any training or education students might benefit from before participating in a project. This might include bringing in a guest speaker or showing a film. You can work with Robin on developing some preparation activities for students.
- Once the project is approved, **fill out a signup sheet** and put it in the red binder in the Honors Office (Room 7). Be sure to include all information participants will need to know.
- Your next step is to **recruit volunteers**. Draft a detailed email about the project and submit it to [honors@und.edu](mailto:honors@und.edu). Be sure to include your email address in the text of the message. We will then send the message out over the Honors listserv. You might also want to post signs at Honors and personally encourage students to participate.
- Serve as a contact person** about the project for interested students. Include good contact information on the signup sheet, and respond quickly to students' questions.
- Contact volunteers** shortly before the event to remind them of all essential information.
- Have a sign-in sheet** at the event. Please use the Honors Service Project Sign-In Sheet, available in the Honors Office or online. If you are not able to monitor sign-in, make arrangements to ensure that a responsible party will be doing so.
- After the event, lead a **reflection session** for the volunteers, possibly drawing upon the Reflection Session sample questions (see back) and/or a Peer Service Mentor for ideas.
- Total the hours and **email each participant to confirm that her/his totals are correct**.
- Submit the hour totals** to the Honors Office **within one week of the event**. Be sure to **include your own hours** spent planning and coordinating the event.



## Student Coordinator Reflection Sessions

*In order to make meaning out of their service, students need some context through which to process their service experience. A reflection session following the project is one way to do that. You can use some of these questions to generate critical discussion amongst the participants.*

### REFLECT:

Why did you decide to get involved with this project? Why does the issue matter to you?

What were your pre-service assumptions about this issue? How was this experience similar to or different from your assumptions?

What questions did this experience generate for you? What would you like to learn more about regarding this topic?

How does this project relate to issues you're exploring in a classroom setting? Does it reinforce those ideas or complicate them?

### EVALUATE:

What are the root causes of this situation? How should those causes be addressed? Did this project address them?

How much good do you feel this project accomplished for the people you are serving? What are the project's limitations?

What further work needs to be done on this issue? Do you have any ideas for solutions?

Did this project advance the Honors Program Goals? (Thinking, Scholarly Inquiry, Perspective, Civic Engagement, Writing, and Speaking) How? In what way could it have done better?

Do you think this project advances human rights? Which ones, and in what ways?