

PHILADELPHIA UNIVERSITY HONORS PROGRAM



COMMUNITY SERVICE

This option may be used to replace one (1), three credit upper division honors requirement. It does NOT provide academic credit toward graduation. The student registers for the zero credit Honors Community Service Project course, HONOR361, with the registrar or it can be added to the student's transcript by the Honors Director.

What makes it Honors?

Honors Scholars who are interested in developing a bridge between their own individualism and an awareness of societal needs may wish to exercise this option. A student choosing this option will replace one of four upper-level academic Honors courses required with a semester or more of community service (Henceforth referred to as a Service Project). NOTE: this does NOT replace any course as a graduation requirement but only replaces three credits of Honors. The student would then need only ten academic Honors credits (three courses including COLLST499 which is a four credit course) plus the Service Project to complete the thirteen upper level credits of Honors work.

To qualify for Honors Service the project **must require a leadership role on the part of the Honors Scholar**. It must require a significant amount of time during a given semester or run over the course of several semesters. (A minimum of around 30-45 hours would be appropriate). The project must be supervised by a faculty member, a staff member of Student Affairs, or an outside authority who can attest to the student's involvement and activities.

The project must have positive ramifications for the college community, Honors Program, or for a larger community. The possible activities might take many forms: coordinating Special Olympics, working on a house with Habitat for Humanity, counseling in a shelter for abused women or the homeless, working in the office of a local councilperson, tutoring/mentoring high school students, literacy tutoring, organizing/coordinating a local recycling effort, doing an internship, doing research and developing a presentation at a NRHC conference, etc.

Requirements may include some form of:

- preparation before the projects begins
- journal entries or group reflection/discussion sessions during the course of the project
- a final report on the outcomes for the community and the student

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How is the proposal approved?

After consulting with the Honors Director and a college or outside authority willing to supervise the intended work, a detailed proposal (description of the effort to be undertaken) is prepared by the student. The proposal form must be signed by the following individuals:

- (1) The student submitting the service proposal
- (2) The supervising authority
- (3) The Honors Director

A copy of the approved form will be supplied to the student and the supervisor. The original will be kept by the Honors Director.

Requirements

The requirements will be tailored to the specific project. There may be preparatory work required before the student begins the project. For example, work in a homeless shelter might require some research into the homeless problems in the specific city where the shelter is located.

During the course of the project the student may be requested to submit a report of their progress or to join discussion groups with others involved in the work.

An end-of-project written report must be presented to the Honors Director with the signature of both the student and the supervisor attached before credit for the project is granted.

What should the proposal contain?

Several elements must be included in the proposal for an Honors Service Project:

- Cover page/abstract with appropriate signatures.
- Details of the project must include:
 - Description of the background motivating this project. (Problems addressed, etc.)
 - Scope of the project (e.g. what should be accomplished during project's duration)
 - Schedule (time line) of intended work.
 - Weekly time commitment by the student to the intended work
- Specific dates of reports and/or discussions that will ensure quality service learning outcomes for the student(s) involved.
- Anticipated outcome of the project: the nature of the final product or an approximation of the intended improvement resulting from the project.

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**Honors Service Project Proposal
Cover Page**

Name: _____ Major: _____ Year of Grad: _____

Student ID# _____ Phone _____

Mailing Address: _____

Campus Box Number _____

Service Project Title: _____

Semester(s) for Intended Service: FALL SPRING SUMMER Year: _____

Dates and description of reports and/or group discussions required:

Attach Proposal on Separate Paper

Signatures:

Student: _____ Date: _____

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Project
Supervisor: _____ Date: _____

Address: _____

Phone: _____ E-mail

Honors
Director: _____ Date: _____

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Honors Service Project Completion Form

This form must be completed and returned to the Honors Program office before credit is granted for the service project.

The student should fill in the top of this sheet and attach a written report of the work completed (1 - 2 pages). Your report may refer to:

Your original proposal describing the results of your work contrasted to your expectations.

Your personal thoughts concerning what you learned during this experience

Whether you expect to continue any similar work.

The project supervisor should sign this sheet after reviewing the student's report.

Name: _____ Major: _____ Year of Grad: _____

Student ID # _____ Phone. _____

Mailing Address: _____

Community Service Project title: _____

The student named above has successfully completed the Community Service Project described on the attached pages.

Project Supervisor: _____

Date: _____