# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>A. Earning the Honors Medallion</td>
<td>3</td>
</tr>
<tr>
<td>B. Honors Service Learning Project</td>
<td>3</td>
</tr>
<tr>
<td>C. What is Service Learning?</td>
<td>3</td>
</tr>
<tr>
<td>D. Preparation for the Project</td>
<td>3</td>
</tr>
<tr>
<td>E. Project Timeline</td>
<td>4</td>
</tr>
<tr>
<td>F. Project Requirements</td>
<td>4</td>
</tr>
<tr>
<td>G. Non-academic credit</td>
<td>4</td>
</tr>
<tr>
<td>H. Group Project</td>
<td>5</td>
</tr>
<tr>
<td>I. Contact</td>
<td>5</td>
</tr>
<tr>
<td>II. Honors Service Learning Project Proposal</td>
<td>6</td>
</tr>
<tr>
<td>III. Project Proposal</td>
<td>8</td>
</tr>
<tr>
<td>IV. Final Project Submissions</td>
<td>8</td>
</tr>
<tr>
<td>V. Contacts</td>
<td>8</td>
</tr>
<tr>
<td>VI. Appendix A</td>
<td>9</td>
</tr>
<tr>
<td>A. Master Checklist</td>
<td>9</td>
</tr>
<tr>
<td>B. Submission on Blackboard</td>
<td>9</td>
</tr>
<tr>
<td>C. Liability Form</td>
<td>10</td>
</tr>
<tr>
<td>D. International Honors Service Learning</td>
<td>12</td>
</tr>
<tr>
<td>E. Honors Service Learning Proposal-Sample</td>
<td>14</td>
</tr>
</tbody>
</table>
I. Program Overview

A. Earning the Honors Medallion

This section is taken directly from the Honors website http://honors.fsu.edu/honors_medallion.html. For specific questions about the Honors Medallion contact the Florida State University Honors Program.

_Earning the Honors Medallion (http://honors.fsu.edu/honors_medallion.html)_

There are two ways of earning an Honors Medallion: completing 18 honors credit hours to become an **Honors Finisher**, or completing an **Honors in the Major**, both of which are described below. These distinctions are noted on your transcript and during the semester you graduate you are given an Honors Medallion at a special ceremony. The medallion may be worn during commencement exercises.

**Honors Finisher**: Students who are considered to have finished the Honors Program have the phrase "Completed Requirements of Liberal Studies Honors Program" noted on their transcripts. To become a “finisher” and receive this distinction, students must earn eighteen (18) semester hours of honors credit. These 18 hours must include a minimum of nine (9) semester hours of honors course work (honors sections of regular courses, honors seminars, the honors colloquia, honors-augmented courses and graduate courses). The remainder of the eighteen (18) semester hours can be earned through any combination of further honors course work, including honors-directed individual study (DIS), Honors in the Major work (also known as honors thesis), and non-credit project activities (research, creative activity or COMMUNITY SERVICE) (see below).

To count toward the Honors Medallion requirements, an honors course must be completed with a grade of "C–" or better. Honors-augmented courses will be counted toward the medallion if a grade of "B–" or better is earned and the honors-augmented project is completed satisfactorily. Students using honors thesis hours toward the medallion must earn a "B–" or better.

B. Honors Service Learning Project

Honors students have the opportunity to do an Honors Service Learning Project through the Center for Leadership and Civic Education. Participating in this project will allow students to earn honors credit (non-academic) towards the Honors Medallion.

_C. What is service learning?

Service learning projects connect classroom content, literature, and student skills to a community need. Students apply academic, social, and personal skills to improve the community. Students have an opportunity to grow as individuals, gain respect for the community, and increase civic engagement.

D. Preparation for the Project

1. First, fill out the online intake form [http://thecenter.fsu.edu/involved/programs/Honors.Form.html](http://thecenter.fsu.edu/involved/programs/Honors.Form.html).

2. After an initial review of your form, a Center for Leadership and Civic Education advisor will contact you to set up a meeting. During your meeting, your Center advisor will help you determine a potential project idea based on your interests and the needs of the community.

3. Working with your Center advisor, you will prepare a detailed proposal outlining your project goals, intended outcomes, and work plan.
4. This proposal will be submitted to the Center, Honors Program, and your host agency for approval before you start your project.

E. Project Timeline

Honors Service Learning Projects will begin at the beginning of each academic term. Students should submit an application and develop a proposal at least one month before the project is to begin. Students are allowed up to two semesters to complete the project, but are only required to have a project that lasts for one semester.

F. Project Requirements

1. Complete at least 60 hours of service, which is equivalent to 2 honors credits
2. Research
   a. Read at least two books relevant to your service and complete a book review of each book.
   b. Document at least two additional research resources relevant to your service, such as expert interviews, field trips, lecture attendance, etc.
3. Submit bi-weekly reflections through Blackboard.
4. Synthesis Paper
   a. The integration of service, acquired knowledge of the social issue, and overall reflection of the experience.
   b. The synthesis should be at least 5 pages in length and must utilize APA or MLA Format.
5. Impact Project
   a. Sustainable project to assist with the needs of the agency.
   b. Examples can include helping to create a new program or enhancing specific programs within the structure of the organization.

G. Non-Academic Credit

1. The minimum amount of non-academic credit a student earns is two credits (60 hours of service). After the first sixty hours, students are able to augment their project in thirty hour increments. Students receive one hour of credit for each thirty hour increment beyond the initial sixty hours.
2. Hours / Credits:
   - 0 to 59 Hours (No credit)
   - 60 to 89 hours (2 credits)
   - 90 to 119 hours (3 credits)
   - 120 to 139 hours (4 credits)
   - 140 to 159 hours (5 credits)
   - 160 to 179 hours (6 credits)
   - 180 to 199 hours (7 credits)
   - 200 to 219 hours (8 credits)
   - 220 to 239 hours (9 credits)
3. Up to one-third of your time may be indirect service (e.g. for every thirty hours, a student would complete twenty hours of direct/hands-on service and up to ten hours of research and planning).
4. If a student is unable to complete the project due to extenuating circumstances they must meet with both the Center advisor and the Honors Department.
H. Group Project
For your Honors Service Learning Project to count as a group project, you must ensure the following:
1. One overall proposal must be submitted for approval.
2. All participants must complete their own research (at least two books per person).
3. All participants must complete their own personal reflection on the service experience.
4. Synthesis paper must be 5 pages in length per person.
5. All participants must submit personal journals and individual hour logs at the conclusion of the project.

I. Contact
The Center for Leadership and Civic Education has several advisors who are ready to work with you on your project. Please contact Heather Stitely at hstitely@admin.fsu.edu or 645-1515.
II. Honors Service Learning Project Proposal

Your proposal should include the following elements. Please refer to the sample proposal and provide as much detail as possible.

Name: Email: Phone:

Center Advisor: Email: Phone:

Community Agency:

Agency Supervisor: Email: Phone:

Agency Mission:

Semester(s) of Service:

Number of Service Hours to be completed (See Section I.G.2):

Number of Honors Hours requested:

Project Description

Service Overview
Describe the direct service tasks that you will complete at your agency. Describe how your service meets a need at the agency.

Impact Project Overview
In consultation with your agency, develop a sustainable project to assist with the needs of the agency. Describe your project plan and the outcomes for the project. Examples can include helping to create a new program or enhancing specific programs within the structure of the organization.

Learning Outcomes

Research
1. Provide APA citations for and a brief description of at least two books that you plan to read during the semester of the project. These books must be approved by your Center advisor and should be related to the topic of your project.
2. Provide a description of at least two additional research focused activities. Examples:
   a. Annotated bibliography of books, journals, websites, and documentary films
   b. Professional development sessions
   c. Attendance at a series of lectures or an agency conference
   d. Personal interview with expert in the field
Reflection
1. “Reflection is the process of deriving meaning from experience. It engages participants in conscious, intentional critical thinking for the examination of their service experience and connects academic knowledge with practical application” (White, 2009, p.2). The Honors Service Learning Project participants practice regular, documented reflection.

Supervision/Time Management
1. How many hours will you serve at your agency per week?
2. How often will you meet with your agency supervisor?
3. The log must include a breakdown of the hours spent on research, creation of program materials, and direct service.
4. You will be responsible for submitting an hours log via Blackboard on a weekly basis.
5. The hours log must be signed by the agency supervisor at the end of the semester.

Written Assignment Criteria
1. Your written assignments (i.e. book summaries and synthesis paper) should be double-spaced, Times New Roman, 12 pt. font, and 1 inch margins. Make sure you utilize APA or MLA format for all writing assignments.
2. Book summaries
   a. Citation of the book/document
   b. At least two pages long in length
   c. APA/MLA Format
3. Synthesis Paper
   a. The integration of service, acquired knowledge of the social issue, and overall reflection of the experience.
   b. The synthesis should be at least five pages.

Two Emergency Contacts (Name, Phone Number, Relationship to you):
III. Project Proposal

A Center advisor will review the first submission and may suggest changes. The second submission must have your Center advisor and Honors Program sign it. Once signatures have been secured the final project will be submitted to the Honors Program for their approval. You will be notified when the Honors Office approves your project by your Center advisor via email within two weeks.

For international projects:
Once international projects are approved, you will meet with Heather Stitely to discuss applicable paperwork. This must be completed at least one month prior to departure.

IV. Final Project Submission

A. Service Log
   1. At the end of the semester, submit a completed log signed by your supervisor. Your log will also include the hours spent weekly on research, creation of program materials, etc.

B. Book Summaries
   1. Make sure they have been submitted to your Center advisor by midterm of your project.

C. Reflections
   1. Submit a copy of your journal. Make sure that your reflection elements have been submitted per the proposal.

D. Synthesis Paper
   1. The paper serves as the integration of service, acquired knowledge of the social issue, and overall reflection of the experience.
   2. It should at least be five pages with references.
   3. Help with paper elements will be given by Center advisor as it develops through appointment or via email.
   4. Please submit project components to the Honors Service Learning Coordinator.

V. Contacts

The Center for Leadership & Civic Education
FSU Honors Program
Dunlap Student Success building
University Center A36600
100 South Woodward Avenue
850-644-1841
850-644-3342
thecenter.fsu.edu

Heather Stitely
645-15815
hstitely@admin.fsu.edu

Dr. James Mathes
644-8360
jmathes@fsu.edu

Stephen Dominy
644-3342
sdominy@admin.fsu.edu

Peggy Allen
644-8361
mrallen@admin.fsu.edu
VI. Appendix A

A. Master Checklist

- Honors Service Learning Application
- Initial Meeting with Center advisor
- Honors Service Learning Proposal
  - Approval by Center for Leadership and Civic Education
  - Approval by the Honors Program
- Honors Service Learning Reflection
  - Weekly Hours Log
  - Reflection Journal
- Honors Service Learning Research
  - Resources
  - Honors Service Learning Book Summaries
- Honors Service Learning Final Elements
  - Impact Project
  - Synthesis Paper
  - Hours Log
  - Final Journal

B. Submission on Blackboard

1. Login to your Blackboard account through campus.fsu.edu.
2. On the right hand side of your screen, you will find Honors Medallion Service Scholars. Click on the link.
3. On the left side under My Group(s) and you will find your group page titled “your name.”
4. In the Group Page, you will need to submit all of your documentation through File Exchange for the program (i.e. logs, reflections, and final paper).
5. Under Internship Documentation, you will find each piece you need to complete for the semester.
C. Liability Form

VOLUNTARY CONSENT / RELEASE & WAIVER OF LIABILITY

This is in consideration of my participation in the Honors Service Learning Project, offered by the Center for Leadership and Civic Education at Florida State University. My agency name and project site is (provide agency name and location):

_____________________________________________________

I understand that there may be risks involved with my participation, including the risk of travel to a foreign country. I knowingly accept all risks and agree to relieve Florida State University, and its Board of Trustees including their employees, agents, representatives, and assigns of any responsibility, liability, or cost for any accident or injury of any nature to me arising from my participation including assuming any costs as a result of such accident or injury in connection with the travel or activities associated with my participation.

I waive any and all claims I may have in the future, including claims of negligence and gross negligence as a result of my participation and give up and forever release my right to file any lawsuit to me resulting from my participation in any activity associated with the program and/or my participation in it.

I further understand that FSU does not provide any insurance coverage for such program and I authorize medical treatment for myself, at my cost, if the need arises.

I am relying wholly upon my own judgment and knowledge of the circumstances involved in my participation, and the difficulties and responsibilities in traveling to and from a foreign country and staying there. I have had an opportunity to read and fully understand the above waiver and execute it of my own free will and choice.

Print Name _____________________________________
Signature ________________________________________
Witness Name ___________________________________
Signature ________________________________________
Date signed _____________________________________
PROOF OF HEALTH INSURANCE

Please provide health insurance provider information below.

Health Insurance Company

___________________________________

Primary Insured Name

___________________________________

Relationship to you

___________________________________

ID/Policy/Group #s

___________________________________

I have read, understand and agree to comply with above requirement regarding health insurance. By my signature, I attest that I have shown proof of the required health insurance.

Participant Signature

___________________________________

Name of Witness

___________________________________

Signature of Witness

___________________________________
D. International Honors Service Learning

Participation in an International Service project requires health insurance coverage that is valid overseas, and insures you for such things as emergency evacuation, reunification, and repatriation of remains. If you do not have international health insurance coverage, affordable insurance can be purchased from a variety of providers, including HTH Worldwide. Their website is [http://www.hthstudents.com/](http://www.hthstudents.com/)

International Honors Project participants:
If you are going outside the United States for your Honors project, please complete the following information. I, _________________________________________________ having actual knowledge and conscious appreciation of the possibility of accident, illness, or injury to my person due to my participation in an educational program located outside the United States and the possible remoteness of the latest medical technology and equipment, do hereby consent and authorize the Florida State University Center for Leadership and Civic Education to take whatever measures and action they consider necessary and warranted under the circumstances to protect, safeguard, and minimize further injury to my health and safety. I understand such actions may involve or require placing me in a hospital within or outside the United States for medical services and treatment, or, if no hospital is readily available, to place me in the care of a local physician for treatment. If deemed necessary or desirable, I authorize said University officials and employees to transport me back to the United States by commercial airline or otherwise for medical treatment. I further agree any and all expenses incurred in rendering these services, whether placing me in a hospital, in the care of a physician, or transporting me back to the United States by commercial airline or otherwise, will be a debt and liability I am responsible for, and I agree to make immediate repayment, time being of the essence.

I fully understand and acknowledge by my signature I am relying wholly upon my own judgment, belief, and knowledge of the circumstances involved in my participation in the Honors Project, located outside the United States. I have read this statement, understood its contents, and execute it of my own free will and choice.

Signature of participant____________________________ Date Signed _______

For participants under 18,

Signature of Parent/Legal Guardian___________________________________________
Print Parents Name ____________________________________________________________

Travel Information
Anticipated Arrival Date: _____________________________________________________
Anticipated Departure Date: ___________________________________________________

Have you ever worked with this agency in the past? When? What site?
________________________________________________________________________
________________________________________________________________________

Have you ever travelled to your site? When?
________________________________________________________________________

What is your funding source?
________________________________________________________________________
________________________________________________________________________
E. Honors Service Learning Project Proposal-SAMPLE

Student Name: Matthew Box  Email: mib10@xyz.edu  Phone: 555555-5555
Center Advisor: Stephen Dominy  Email: sdd10@fsu.edu  Phone: 999-999-9999

Community Agency: Someplace Else Youth Center
Agency Supervisor: Ann Brown  Email: annbrown@seyo.net  Phone:

Agency Description: This agency provides a residential shelter with 24 hour supervision and programming for displaced youth and their families. The agency serves runaways and youth awaiting non-temporary placements.

Term of Service: Summer 2011
Number of Honors Hours requested: 6 credits (30*6 = 180)

Project Description

Service Overview:

My work will center on the needs of the youth at the Someplace Else Youth Shelter, a residential facility that is part of our local Capital City Youth Services (CCYS). This residential shelter provides 24 hour supervision and programming for displaced youth and their families, serving runaways, youth awaiting non-temporary placements, and youth who are taking a planned "time-out" as a cooling off period from their parents to address problems calmly.

My project work will be concentrated on the following areas:

General Shelter Service:

At least 120 of my 180 hours will be spent in direct service to the youth residing at the shelter. Subject to the needs of the shelter in a given period, I will provide the following services: personal and group mentoring; academic tutoring; leadership and participation in discussion and skill-building groups; leadership and participation in athletic activities and other gamesmanship; leadership and participation in service activities conducted by the youth; leadership and participation in community field trips; and care for the physical needs of the youth through cooking/serving of the meals and assistance with building maintenance.

Impact Mini-Project Overview:

Develop Youth Identity Program:

I will research, develop, and lead a series of structured discussion groups with the shelter youth around their identity development in the following areas: family, gender, race, sexual orientation, education, career, citizenship, and spirituality. Although the research and development for this project will be ongoing, the fall semester will be a concentrated planning phase. During this period I will participate in as many of the daily structured group discussions currently held at the shelter as possible, so that I can understand the present culture of these meetings and their effectiveness. I will familiarize myself with the current shelter curriculum that informs these groups, with a particular eye toward interventions aimed at identity development. In addition, I will conduct a search of the youth identity literature and identify the most successful approaches to guiding youth identity development in the eight areas listed above. As a result of this research, I will produce an annotated bibliography with at least five key sources I plan to draw from for my structured group discussions. My final product will be a brief manual that outlines my plan for leading structured discussion groups/activities in each of the eight spheres of identity listed above. I will implement this group discussion series during spring semester, adding
insights/feedback from each discussion to the manual as we progress. After the final edits/additions to the manual at the end of my service period, it will be offered to the Shelter staff when I depart.

**Learning Objectives:**
I plan to learn more about homelessness and youth shelters.
I plan to enhance my presentation skills through the workshops.
I plan to create an educational program based on my research and experience.

**Research:**
In order to provide a context for this project, I plan to read the following books over the summer: Runaway with words: a collection of poems from Florida's youth shelters by Joann Gardner and Determining the standard of care: a comparison of a behavioral point system and a values-based developmental curriculum in a community shelter for youth by Julie Raffa Lamar. I will submit a two-page summary for each book. I will also interview at least two people that work with homeless clients and submit a two-page summary of each interview experience.

**Reflection:**
Throughout the course of my service, I will keep an electronic journal of my experience on Blackboard. I will complete a minimum of one journal entry (one page minimum) every two weeks. Journal entries will focus on my experience in the shelter, especially as it relates to youth development. I will respond within one week to any questions/comments regarding my journal made by my Center supervisor.

**Supervision/Time Management:**
I will be assigned a site mentor from the seasoned staff to provide one hour of bi-weekly supervision during my time working in the shelter environment. I will keep a log just for these sessions where I record the major themes of these conversations.

During the service period, I will serve a minimum of three hours per week of physical service in the shelter environment. All of my hours will be logged on-site, and I will retain an additional personal record of my hours where I will log both my on-site hours and my hours spent in research, creation of program materials, and conference attendance.

**Final Products Expected:**
- 180 documented hours, with a minimum of 120 spent in direct client contact.
- A two page summary for each of the books I have pledged to read as part of my research requirement.
- A two page summary for each of the interviews I have pledged to conduct as part of my research requirement.
- An ongoing journal of my reflections on this process consisting of at least one, full page journal entry every two weeks.
  - A log of my on-site experience, including a breakdown of the hours spent in direct service, research, creation of program materials, and a brief reflection of the week's activities.
- A Youth Identity Group Discussion Manual, outlining a program for leading structured youth discussions in several specific areas of youth identity.
- An annotated bibliography of at least 5 sources that have informed my work in youth identity at the shelter, included as an index in the manual.
- A three-page report of my conference experience (only if attending a conference).
- Five-page synthesis paper integrating service, acquired knowledge of the social issue, and overall perspective of the experience.

The signatures below indicate the approval of the submitted Honors Project Proposal.

<table>
<thead>
<tr>
<th>Center Advisor: ___________________________</th>
<th>Date: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Program Director: __________________</td>
<td>Date: __________</td>
</tr>
</tbody>
</table>