

Honors Mentored Service Learning (HONR 201) – General Syllabus

Each semester the syllabus is published with information about the instructor and meeting times for the class.

Course Materials Required: access to *Canvas*

Course Description

The purpose of the service learning project is to expose honors scholars to opportunities for sharing their disciplinary knowledge with members of the local community or UMW groups. These activities will be supervised by UMW faculty or staff and must be approved in advance by the Honors Program committee.

Student Learning Outcomes

The Honors Service Learning Course is designed to provide opportunities for enrichment and learning through community service projects and reflection. Students participating in the course are expected to achieve the following student learning outcomes:

- Increase knowledge of UMW and/or larger Fredericksburg area community issues, needs, strengths, problems and resources.
- Demonstrate critical self-reflection of one's own assumptions and values as applied to community issues.
- Demonstrate knowledge and sensitivity to issues of culture, diversity, and social justice as applied to community engagement.
- Learn about career opportunities and Develop professional skills related to prospective careers
- See the connection between academic learning in college and real-life experiences
- Demonstrate independence, autonomy, assertiveness

The course fulfills the Community Engagement (CE) Requirement and meets the following outcomes:

- Diversity of Communities/Cultures: Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
- Analysis of Knowledge: Connects and extends knowledge (facts, theories, etc.) from one's own academic study/ field/ discipline to community engagement and to one's own participation in community life, politics, and government.
- Identity/Commitment: Provides evidence of experience in community-engagement activities and describes what she/he has learned about her or himself as it relates to a reinforced and clarified sense of one's identity and continued commitment to public action.
- Action and Reflection: Demonstrates independent experience, accompanied by reflective insights or analysis about the aims and accomplishments of one's actions.

Expectations: All Honors scholars are required to complete a mentored service learning project. The program is designed such that students would complete this requirement some time during the second year. Students will be encouraged to work with a team of other honors students to fulfill this requirement but will not be required to complete group work. A main goal of this course would be to establish long-term service learning opportunities and collaborations with UMW Honors Students and the local community.

Course Requirements:

- Attend all meetings of the course – the class will only formally meet a few times during the semester (each semester a schedule of meeting dates is published). During the remainder of the semester students will work independently on their projects and complete electronic assignments.
- Complete all training and assignments outlined on the course schedule by the deadlines noted.
- Participate in the project a minimum of 20 hours of service to the agency during the semester
- Communicate progress to instructor – required reports throughout the semester (calendar will include due dates for each assignment)
- Submit final individual reflection paper.

Role of the Honors Program Director and Committee

- If appropriate, Recruit faculty to work with students
- Provide resources (within reason) to support the projects
- Approve the service-learning contracts
- Assist with identifying projects and making a list of projects/interested agencies available to honors students
- Meet with local organizations to identify projects
- Lead reflection sessions
- Participate in the assessment of the projects

Role of the Faculty mentor or community partner

- Serve as an advisor for the project
- Help students to identify the project and organize the student teams to work on the project
- Assist with creation/approval of the service-learning contract
- Assists the director with assessment of the service-learning project

Role of the Student Mentors (honors students already completed the HONR 201 requirement fulfilling their leadership requirement)

- Assist faculty and honors program with the assessment and mentoring of the project
- Attend the reflection sessions and act as moderator of the sessions
- Provide the honors program with a summary of the reflection session

Course Grading

The course grade will be based on the following:

- Project ranking assignment and course contract (5%)
- Project updates (10%)
- Participation in course reflection sessions and pre-reflection assignments (20%)
- Participation in/completion of service project, completion and logging of hours, community agency evaluation (50%)
- Final reflection paper (15%)

The service learning project must be approved by the mentor (faculty or staff) and the Honors Program director prior to beginning the project. The student will complete the attached contract providing details of the project. Each student must complete at least 20 hours of service on the proposed project and complete the required assessment assignments.

Grading Scale: The following numerical divisions will be used to determine letter grades: A: 94-100; A-: 90-93; B+: 87-89; B: 83-86; B-: 80-82; C+: 77-79; C: 73-76; C-: 70-72; D+: 67-69; D: 60-66; F: <60%.

A mid-semester report of unsatisfactory (U) will be reported if you have a C- or below in the course at the mid-term time.

Class Attendance

Attendance is required at all class meetings (we will only formally meet four times throughout the semester). If you are unable to meet with the class at the time of your section, please make arrangements with the instructor to attend an alternative meeting time. Assignments submitted after the established deadlines will receive a letter grade penalty per day. All submitted work including logging of your participation hours is bound by the provisions of the UMW Honor Code.

Reflection Sessions

All students are expected to complete the pre-reflection assignments and bring copies of the assignment answers to the reflection meeting. All students are expected to participate in the course discussions, failure to participate in the discussion will result in a lower grade for that portion of the course grade. During class students should turn off or mute cell phones and should not engage in texting, twittering, or use of electronic devices. Students should demonstrate proper respect for the course instructor and other students.

Project Contract

The project contract is a formal written agreement between the student, the mentor, and the honors program. This will be submitted through Canvas.

Final Report/Reflection

Each student involved in the project needs to submit a final reflection paper. The document should be **saved as .doc, .docx, or .pdf**, uploaded through Canvas and addresses the items

outlined below. Write the paper as a narrative do not simply write it as a numbered list. The paper should be clearly written, proofread, and understandable to an individual who was not familiar with your project.

1) introduction about the project in which you participated, what agency or group you worked with, and the goals or objectives set for the project (review your contract at the start of the course and use that information to formulate this introduction).

2) summary of what you accomplished in the project, including (if applicable) a copy of materials developed for the project (i.e. grant submitted, instruction manuals, fliers, sample of lesson activities, portfolio, power point for the final presentation). If you do not have any sample materials, please provide detailed information on your activities associated with the project and if applicable about the individuals impacted by your work on the project. (one or two paragraph)

3) explain how this project added value to the organization, how did this projects relate to the mission of the organization - one or two paragraphs

4) discuss how this service learning project contributed to your overall educational experience. Review the syllabus and the student learning objectives for the course. In this section of your report, outline how the activities in your project and/or the course reflections helped you meet these student learning objectives. (one or two paragraphs)

5) a summary of the total hours spent on the project, classified into job functions (i.e. administrative tasks, content creation, direct hands on service, research, meetings, etc.) - an example might be: 10 hours tutoring and 10 hours creating lessons (administrative tasks)

6) conclusion - indicate any immediate future plans for continuing the project and/or suggestions for future projects or ways to improve the course

Sample Schedule for a Fall Semester

Week	Meeting	Assignment
1	Initial meeting at section time	UMW Training Video, Quiz, and Project selection due
2	No class meeting	Instructor will send out assignments for projects in the early part of the week – check email for details – start contacting agency
3	Reflection 1	Reflection 1 assignment due at time of reflection meeting.
4		HONR 201 contract due
5		Project update 1 due
6		Project update 2 due
7		Project update 3 due
8	Fall Break beginning of week	
9		Project update 4 due Priority registration occurs on Thursday and Friday
10	Reflection 2	Reflection 2 assignment due
11		Project update 5 due
12		Project update 6 due
13	Thanksgiving Break end of week	Project update 7 due
14		Project update 8 due
15	Reflection 3	Reflection 3 assignment due
	Final Exam Week	Final reflection and project report due

Title IX Statement

University of Mary Washington faculty are committed to supporting students and upholding the University's *Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence*. Under Title IX and this Policy, discrimination based upon sex or gender is prohibited. If you experience an incident of sex or gender-based discrimination, we encourage you to report it. **While you may talk to me, understand that as a "Responsible Employee" of the University, I MUST report to UMW's Title IX Coordinator what you share.** If you wish to speak to someone confidentially, please contact the below confidential resources. They can connect you with support services and help you explore your options. You may also seek assistance from UMW's Title IX Coordinator. Please visit <http://diversity.umw.edu/title-ix/> to view UMW's *Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence* and to find further information on support and resources.