



HON 399 Honors Independent Service-Learning

HON 399 Honors Independent Service-Learning allows students to participate in an independent service learning endeavor for Honors experiential credit. Students interested in receiving credit for HON 399 must complete and submit the following form within the first week of the semester during which credit will be issued.

Submission of this form does not guarantee approval.

Student Name: _____

Student ID #: _____

Student Email: _____

Student Phone: _____

Major: _____

Year in School: 2nd 3rd 4th

HON 399 Credit Hours Requested:

Term of Enrollment: _____ Academic Year

1 2 3

Fall Spring Summer _____

Project Title: _____

In order for your independent service learning project to be approved, please answer the following questions:

Describe the goal of your project. Explain in detail what type of work you will be doing, where, and how many hours per week (150 – 200 words).

Explain why you have selected this service-learning project. Your response should clearly state how the project supports your overall educational objectives (150 – 200 words).

Describe how you will carry out the project (including project management, financial or physical resources needed, community-based information required, baseline data and SWOT analysis, etcetera).

What is the final product of your work from the semester (research paper, written report, completion of a special project, poster, presentation, etcetera)?

Provide a detailed timetable for your work and project completion. Be sure to indicate when and how often you will meet with your faculty advisor for guidance.

Provide a percentage breakdown of how your final grade will be determined. (e.g. 50% quality of final product, 50% effort, etc.)

Student Signature: _____ Date: _____

Faculty Advisor: _____ Department: _____

Faculty Email: _____ Faculty Phone: _____

Faculty Initials

_____ I have read the proposal and I approve of this project.
_____ I understand that I will be asked to provide feedback to the student and issue
_____ midterm and final grades for this project

Faculty Signature: _____ Date: _____

LHC Director of Undergraduate Studies Decision: Approved: Not Approved:

LHC Director of Undergraduate Studies Signature: _____

Scheduled meeting days, time and place: To be agreed upon by the student and faculty mentor.

Course Description: An independent service learning project, potentially with aspects of research and/or creative engagement for 1-6 credits under the mentorship of a departmental staff or faculty member. May be repeated up to a maximum of 6 credits. Project proposal (above) must be agreed to by the student and faculty mentor must be approved by the Director of Undergraduate Studies.

Prerequisites. Must have upper division standing and membership in the Lewis Honors College. Exceptions must be approved by the Director of Undergraduate Studies.

Course Activities. Common activities for all enrollees are (i) submission and approval of a research or creative project proposal, (ii) completion of the agreed research or creative project under the mentorship of a department faculty member, and (iii) submission of a final research report or other deliverable that is approved by the faculty mentor. The specific research activities and the nature of the final reporting will vary depending upon the mentoring faculty member and should be clearly outlined in the project proposal.

Learning Outcomes. By completing this independent learning, the student will be able to:

1. Think independently about a specific area of interest, and in collaboration with a mentor, develop an appropriate service-based internship with specific outcomes that benefit a community- or campus-based organization.
2. Generate a plan of service and develop an appropriate methodology/study design for their project(s) in collaboration with their mentor.
3. Analyze scholarly, policy-based, community organizing, or project management work in the relevant field, and generate an appropriate discussion of their results and outcomes in collaboration with their mentor.
4. Develop written and/or verbal communication skills as relevant to the proposed final deliverable (oral or written presentation, overarching product, or final project)

Required Materials. No textbook is required. The faculty mentor will provide guidance as to pertinent background literature bearing upon the proposed project.

Grading Policy.

The course grade is determined by the assigned faculty mentor. Grades will determined according to the approved project proposal grading structure outline d in response to question seven on the proposal form. The specific percentages attributable to each are specific to the nature of the project and are determined by the faculty mentor as elaborated in the Independent Project Proposal.

Grading Scale:

A= 90-100; B= 80-89; C=70-79; D=60-69; E= 59 and below

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Course Policies:

Attendance

The schedule of attendance in performing specific stages of activity will be determined by the mentoring faculty member and be articulated in the Independent Project Proposal. The schedule may be irregular as becomes required by the nature of the proposed project.

Excused absences

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.