HONORS 387: CIVIC LEARNING PROJECT TUTORIAL

Created by Honors College Students for Honors College Students
Aubree Herndon, Stephan Lazar, Jennifer Pearce, Michelle Haggett, Philip Smith
Outline

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Purpose of Honors 387

- Enrich your college learning experience
- Put you face-to-face with real world issues
- Help you develop a deeper sense of yourself and the world around you
- Address a community’s needs by providing volunteers
Why take this class?

- To complete the Honors College graduation requirements

- Service learning has been shown to:
  - Increase your confidence
  - Improve your school performance
  - Help you develop new skills
  - Help you develop personal and social responsibility
  - Increase your career opportunities
Registering for Honors 387 is just like registering for any other Honors College class.

- Go to the Honors College office and sign up in the Course Reservation Book.
- Register for the class online on Honors Registration Day, which is always the Friday before open registration.
- Remember there are no class meetings, and it is highly recommended that you finish your volunteering before registering for the class.
Requirements

- Forty-five hours of community service
  - Must be approved by the Honors College Dean
  - It is strongly recommended that you complete your volunteer work and journal the semester before you register

- Daily journal
  - Journal of personal experiences and observations for each day you volunteer

- Two-page paper
  - One page: personal benefits from your volunteer experience
  - One page: how the organization benefitted from your work
Step 1: Start Identifying Volunteer Organizations Early

- How to select an appropriate organization
  - Research organizations which relate to your interests
  - Research organizations in which your volunteer work will be meaningful to you
Find out prerequisites for organizations

- Allow adequate time for completion of prerequisites and volunteer hours. These may require a lot of time.

Prerequisites may include:

- background checks
- applications
- interviews
- special training
- seminars
Step 2: Contact the Organization

- **Who?**
  - Most organizations have a volunteer coordinator.

- **How?**
  - Contact information for volunteer coordinators is usually available on an organization’s website.
  - If not, there is frequently an e-mail address or phone number for inquiries about volunteering.
  - Contact by phone if possible. Conversation is more accurate and professional when establishing a relationship for volunteering.
Questions to ask:

- How flexible are the volunteer hours for a full-time student?
- What kind of volunteer positions are available?
- What types of volunteer work will I be doing?
- Are there any prerequisites or training required for volunteering?
Step 3: Narrow it Down & Pick Your Organization

- List the organizations that interest you the most and/or would be most beneficial for you.
- Identify the organizations that are most practical for your schedule.
- Pick the organization that meets both of the above and send a description of your proposed volunteer work to the Honors College Dean for approval.
Step 4: Show Up Prepared  
Be Professional

- Remember that you not only represent yourself, but also the entire Honors College.
- Work hard.
- Try to make a difference, no matter how small.
- Make sure you wear appropriate attire for the job you are performing.
- Make sure you fill out your journal after every volunteer session.
Step 5: Review Your Journal and Reflect

- Before writing your paper, reread your journal entries.
- Select significant details from your journal to include in your reflection paper.
- Reflection is an important part of volunteering because it gives you the opportunity to assess what you have accomplished and learned.
Step 6: Submission of Work

- Write a two-page paper
  - One page: describing how you benefitted from the project
  - One page: describing how the sponsoring organization benefitted from your work
- Organize the journal and paper to make your observations and descriptions detailed and meaningful.
- The final paper and journal are to be emailed to Dr. Metzger no later than the first day of final exams.
Service Learning is an important part of your college experience. It benefits you as well as the community.

Do research to find an organization that is good for you and start your volunteering early.

Keep up with your journal and make your final paper significant.
If you have any questions regarding this PowerPoint or Honors 387 feel free to contact the Honors College:

Lisa Dunbar, Executive Secretary  757-683-4865  ldunbar@odu.edu