

PROPOSAL FOR SUBSTITUTE CREDIT TO REPLACE INTD-150 “GENERAL HONORS COLLOQUIUM” THROUGH INDEPENDENT STUDY (INTD-195)

Honors students who wish to complete the requirements necessary to graduate with General Honors may opt to replace the INTD-150 course through service-learning independent study (INTD-195). The INTD-195 project shall be a service-learning experience that must be of honors quality.

What does it mean for a service-learning experience to be of honors quality, so as to count for INTD-195 credit? For these purposes, “honors quality” can be defined to include one or both of the following attributes:

- (a) activities (e.g., added research, additional special reading, writing, or reporting assignments, a journaling component designed to help the student synthesize the various elements of the experience; a higher caliber of responsibility on-site) above and beyond the scope of a traditional service-learning experience;
- (b) a written or oral presentation requirement whose purpose is to help the student reflect on, interpret, and integrate the service-learning experience with previous course work and gain an understanding of the connections between concepts and skills mastered in college and the civic responsibility that students have to influence positively the quality of life in human communities.

The honors student who wishes to use INTD-195 to satisfy INTD-150 (General Honors Colloquium) requirements—in order to graduate with General Honors—will need to explain exactly what she or he proposes to do, and how the proposal is of honors quality (as defined above). Additionally, the Honors Service-Learning Project Agreement Form that appears beginning on the next page will need to be filled out. Principal parties to the Agreement will be the honors student, her/his supervising faculty member or committee chair (if an Advanced Honors committee has been assembled for the student), the student’s on-site supervisor, and the Service-learning Coordinator (through the Experiential Education Office, 114 Sisson Hall). Also, final approval of the Agreement by the Honors Program Director is necessary.

Upon being provided evidence of the student’s satisfactory completion of the honors-quality service-learning project, the Honors Program Director will make a note that the equivalent experience of INTD-150 (General Honors Colloquium) has been completed, through independent study (INTD-195), in partial satisfaction of General Honors curricular requirements.

**HONORS SERVICE-LEARNING PROJECT AGREEMENT FORM**

Experiential Education Office, 114 Sisson Hall, SUNY Potsdam  
315-267-2803

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_ SUNY Potsdam Student ID#: \_\_\_\_\_  
School Address: \_\_\_\_\_ College Ph. No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Ph. No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
Major(s): \_\_\_\_\_ / \_\_\_\_\_ Minor \_\_\_\_\_  
Total Credit hrs. earned: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Semester Completing Project \_\_\_\_\_

**SITE/ORGANIZATION INFORMATION**

Name of Organization: \_\_\_\_\_  
Service-learning Site Address: \_\_\_\_\_ Ph. No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
Site Supervisor's Email : \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Starting Date: \_\_\_/\_\_\_/\_\_\_ Ending Date: \_\_\_/\_\_\_/\_\_\_

Service-learning project description (obtained from the site supervisor; may be attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-Site Supervision (Who will provide it? How frequently will it occur? What methods will be used?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC INFORMATION** (to be completed by the student and the faculty sponsor)

Faculty Sponsor: \_\_\_\_\_  
Ph. No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Number of Credit Hours Assigned: \_\_1\_\_ Liberal Arts Credit? \_\_\_\_\_ Non-Liberal Arts Credit? \_\_\_\_\_  
Numerical Grade (yes/no)? \_\_\_\_\_ S/U Grade (yes/no)? \_\_\_\_\_  
Course Title \_\_\_Honors Service-Learning Project\_\_\_\_\_ Course Number \_\_\_INTD 195\_\_\_\_\_ CRN \_\_\_\_\_  
Contact Dates to Meet with Faculty Sponsor 1.) \_\_\_/\_\_\_/\_\_\_, 2.) \_\_\_/\_\_\_/\_\_\_, 3.) \_\_\_/\_\_\_/\_\_\_

**ACADEMIC INFORMATION CONTINUED**

Please state your Learning Objectives for this internship (attach additional sheets if necessary):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Mandatory Paper/Project Description and Due Dates (i.e., video tape, oral presentation, work portfolio, research paper):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*INTD-195/HNR HONORS SERVICE-LEARNING PROPOSAL\*\*\***

Each student completing INTD-195/HNR is required to write a proposal to his/her faculty sponsor before completing the Honors Service-Learning (SL) Project. Please follow the format below to write your proposal and attach it to this Learning Agreement Form. Thank you!

- 1. Write a description of what you will be doing for your Honors SL Project.
- 2. Describe how the proposed service-learning project is of honors quality.
- 3. Explain any projects, assignments, and/or duties for your honors service-learning experience.
- 4. Give a detailed schedule (days, times) of when you will be at your service-learning site.
- 5. Explain how you plan to present your work to others upon completion.

**SIGNATURES**

**Student:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail:  
\_\_\_\_\_  
\_\_\_\_\_@\_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail:  
\_\_\_\_\_  
\_\_\_\_\_@\_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail:  
\_\_\_\_\_  
\_\_\_\_\_@\_\_\_\_\_

**Honors Program Director:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**All students must bring this completed form to the Experiential Education Office  
once all the above signatures have been obtained.**

**Service-Learning Coordinator:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For additional information, please contact the Experiential Education Office, 114 Sisson Hall. Phone: 315-267-2863 FAX: 315-267-2811.