**Service-learning Honors Contract**

**SCOTTSDALE COMMUNITY COLLEGE**

**Instructions:**
1. Upload this typed, completed honors contract form in the Honors Program Canvas course in the Honors Contracts module within two weeks after the class-start date.

2. In addition, email the Office of Service-learning and Leadership Office at serve.learn.lead@scottsdalecc.edu to discuss the community partner you will be working with for the contract. After you have selected the community partner, submit the Community Partner Selection Form to the Office of Service-learning online in the Honors Program Canvas course in the Honors Contracts module or at https://forms.gle/3DG4i6ZdWZrLwuCB8. The Community Partner Selection Form is due within four weeks after the class-start date.

The Service-learning Honors Contract is an agreement between the student and instructor to convert a standard college class to Honors level by acceptance of an additional project that satisfies the class and service-learning requirements as outlined in this packet.

Failure to turn in the contract on time may result in removal from the Honors Program and loss of scholarship money.

**SERVICE-LEARNING HONORS CONTRACT PROJECT REQUIREMENTS**

*Must be formed at the college holding the student’s Honors Program membership.*

- For 100-level or above classes, the Service-learning Honors Contract for any term must be a 3-credit minimum class.
- Contract should involve approximately 20 hours of work.
  
  (10 hours of actual service in the community with a community partner + 10 hours for completion of written document OR preparation and delivery of oral/online presentation.)
- **May not be formed** for ESL, math classes below the MAT140 level, pass/fail, private music lessons, remedial or classes for which an Honors section is being offered.
- Contracts requiring **additional signature**: English (ENG, ENH, CRE) (Signed by Department/Division Chair Dr. Larry Tualla.)

**SERVICE-LEARNING HONORS CONTRACT PROJECT COMPONENTS**

*Must be formed in consultation with your sponsoring instructor and include either a written document OR oral/online presentation.*

**If you choose a written document, then you must –**

**Describe the research:** journaling (to include reflection and other criteria as assigned by instructor), additional research into the agency and issue, resources, interviews, etc.

**Describe the written project:** format type (paper, website, posterboard, electronic media, etc.), proposed length (7-page minimum, if written; instructor determines length, otherwise).

**If you choose an oral/online presentation, then you must –**

**Describe the research:** journaling (to include reflection and other criteria as assigned by instructor), additional research into the agency and issue, resources, interviews, etc.

**Describe the oral/online presentation to class:** format type (video, website, posterboard, electronic media, etc.); proposed length (10-minute minimum); online includes post to class for comments.
THREE REQUIRED CONSULTATIONS

- **First Consultation:** discussion, negotiation and agreement upon a project with sponsoring instructor.
- **Second Consultation:** with Office of Service-learning & Leadership (SC100, 480.423.6545, serve.learn.lead@scottsdalecc.edu); request copy of Community Partner Selection Form.
- **Third Consultation:** with community partner.

YOUR RECORDKEEPING

Please make/save a copy of the contract paperwork for your records.

**Student Name:** Last: __________ First: __________

**SEMESTER:** __________ **MCCCD ID#** (8-digit # beginning with 3)

**Cell Phone:** __________ **MCCCD Email:** @maricopa.edu

**Class Title:**

**Class Prefix (EX: ENG101):** __________ **Class # (EX: 27534):** __________

**Instructor Name:**

**Instructor Email:** @scottsdalecc.edu
Summary of Service-learning Honors Contract Project Proposal

Please describe the proposed Honors Project in specific detail and complete sentences. Projects described too generally or with too few details will not be approved. Project should involve 20 hrs. of work. (10 hours service + 10 hours prep/delivery).

Describe the research:

Describe the written project:

Proposed due date:

~ OR ~

Oral/Online presentation to class details:

Proposed presentation date:

Instructor Contract Verification

For contract verification please:

• Forward an email received from your faculty approving your honors contract to honors@scottsdalecc.edu OR
• Request faculty email honors@scottsdalecc.edu specifying the course and student name related to the approved honors contract.
TO DO LIST: My Honors Contract

IMPORTANT DATES FOR SERVICE-LEARNING HONORS CONTRACT PROJECT

☐ Start of classes: Consult with instructor
☐ Within two weeks of the course start date: Submit this completed SCC Service-learning Honors Contract Project Proposal (upload as Canvas course assignment in the Honors Program Canvas course in the Honors Contracts module)
☐ Within two weeks of the course start date: email instructor contract verification to the Honors Program at honors@scottsdalecc.edu
☐ Consult with SCC Office of Service-learning & Leadership
   Receive Community Partner Booklet
☐ Consult with intended community partner
☐ Within 4 weeks of the course start date: submit SCC Service-learning Honors Contract Community Partner Selection Form (SCC Office of Service-learning & Leadership, SC100, serve.learn.lead@scottsdalecc.edu)
☐ Complete community service hours with community partner
☐ One week after project completion/before semester end: upload Service-learning Rubric and Assessment as a Canvas course assignment in the Honors Program Canvas course in the Honors Contracts module
☐ One week after project completion/before semester end: email instructor verification of the successful completion of the Service-learning Honors project to the Honors Program at honors@scottsdalecc.edu