

Honors Program Community Service Guidelines

1 The Honors Service Requirement

Every Honors student must complete a certain number of community service hours, defined in section 3.1, in order to graduate with an Honors degree. In order to remain in good standing with the Honors Program, progress must be made towards completing this requirement as defined in section 3.2. These hours must be completed between the student's enrollment in the Honors Program and the end of his/her last academic year prior to graduation.

1.1 Total Service Hours Required

The total number of service hours required of an individual Honors student is dependent upon the semester the student enters the Honors Program.

When did the student join the Honors Program?	Total Required Service Hours
First Year Student, 1 st Semester	40
First Year Student, 2 nd Semester	35
After First Year	30

1.2 Required Progress

A minimum of 1/2 of the individual's required hours must be completed by the last day of classes of the fall semester of their junior academic year.

Failure to meet this requirement will result in:

1. A mandatory meeting between the individual, their class Service Committee representative, and at least one of the Service Committee co-chairs.
2. The student will be placed on the Service Probation within the Honors Program and will be issued a warning letter by the Service Committee. A copy will also be sent to the Honors Program office. If the student's required hours are not completed by the end of their junior academic year, or if the student has not presented an approved plan for completing their required hours, this may constitute as grounds for removal from the program and a removal recommendation will be made to the Director of the Honors Program.

If the student has not completed the required hours by the end of their junior academic year, but they have presented an approved plan for the completion of the required hours, then the student's Service Probation will be extended for another semester and a second warning letter will be sent. If the required hours are still uncompleted by the end of their first semester senior year, the Service Committee will recommend to the Director of the Honors Program that the

student be removed from the program. The student may appeal to the Steering Board before the recommendation is made to the Honors Program Director. Once the recommendation has been made, if the Director has decided to remove the student, any appeals must be made to the University Appeals Committee.

- Procedure for submitting a service hours plan:
- The student should prepare a time-line and a detailed summary of their planned service commitment. This plan should aim to have the required service hours completed by the end of the first semester of their senior academic year.
- The timeline and summary should be submitted to the student's class Service Committee representative and the Service Committee co-chairs.
- The student will be scheduled to speak about their plan at the soonest convenient Service Committee meeting. After the plan has been presented, the committee will vote to approve or reject the plan.
- If the student's plan is rejected, they may edit and resubmit the plan or generate a new plan for submission. Any new plans or resubmissions must be approved before the end of the student's junior academic year; the student's Service Probation will not be extended without an approved service hours plan.
- Procedure for submitting an appeal:
- The student must contact their class Service Committee representative and the Service Committee co-chairs of their intention to appeal.
- The student should prepare an argument or explanation for their failure to meet the junior year service requirement.
- The student will be scheduled to speak their appeal at a Steering Board meeting. Their class Service Committee representative and the Service Committee co-chairs will state their reasons for the Service Probation and review the policies of the service requirement before the class representatives and co-chairs of the Steering Board vote on the appeal status.

3. The individual must plan and conduct a service project. The project should fulfill at least five of the individual's service hours between any intensive planning of the event and hosting the event itself. The project cannot simply be volunteering at one of the Honors Approved service opportunities, and should instead be a stand-alone project of the student's own conception. If multiple students are on Service Probation during the same semester they may work together on this service project so long as they still fulfill five hours of service each.

- Project Time-Line:
- Notifications will be sent out to students placed on probation by end of the fall semester final's week
- The service project must be planned and approved by the Service Committee by the end of January
- Once the student's project has been approved, it must be completed by the end of the first semester of their senior academic year

- A check-in meeting will be scheduled between the student, their class Service Committee representative, and at least one of the Service Committee co-chairs during the week after spring break to assess the student’s progress
- ACCEPTABLE Examples:
 - Organizing a clothing drive for the Canton Renewal house. The clothing drive could feature a table in the Student Center where the student(s) collect donations and the placement of donation boxes at strategic places around campus. In addition to running the table and gathering the donation box contents, student(s) could claim service hours for any significant time spent arranging the donation with the Renewal House and constructing the donation boxes.
 - Organizing a clean-up event for a local park. The student(s) could spend time cleaning up or planting gardens, doing other general landscaping, and picking up trash. Service hours could also be claimed for any significant time spent getting the clean-up approved by local authorities.
- UNACCEPTABLE Examples:
 - The student arranges to complete their project hours by entering one of the volunteer programs at the Potsdam Humane Society.
 - The student plans to complete their project by attending a series of Knitting for the Needy meetings.

Petitions can be made for exception from the Junior year progress requirement due to conflicts such as co-op, study abroad, or withdrawal for a semester. To file a petition, e-mail your class’s Service Committee Representative and schedule a time to meet with the Service Committee.

1.3 Types of Service Hours:

Category Title	Type of Service	Maximum Number of Hours	Examples
Honors Approved	Any service organized or advertised by the Service Committee or listed in section 1.6.	No cap.	Ex #1: The Service Committee hosts a service activity to make cards for sick children. Ex #2: The Service Committee organizes a trip over Fall Break to volunteer at a county fair in New Hampshire. Ex #3: The student volunteers as a dog walker for the Potsdam Humane Society.

Clarkson Departments	Any service that is not Honors Approved and primarily benefits an on campus department or office.	1/4 of student's total required hours.	Ex #1: The student volunteers at the Math Department's Open House. Ex #2: The student volunteers at an Honors Program phone-a-thon. Ex #3: The student volunteers to help set-up for the Spring Career Fair.
St. Lawrence Community	Any service that is not Honors Approved and is done within St. Lawrence county.	No cap.	Ex #1: The student organized a group to clean up a local park. Ex #2: The student volunteered to repair the home of a St. Lawrence County resident.
External	Any service that is not Honors Approved and is done outside of St. Lawrence county.	1/4 of student's total required hours.	Ex #1: The student organizes and works on a road clean-up in their home-town. Ex #2: The student goes down to New Orleans to volunteer and help local relief efforts.

1.4 Conditions for Service

- No “Double Dipping”: If service hours are completed to fulfill the service requirement of another organization or club, they cannot be submitted to fulfill hours required for the Honors Program service requirement. Note that events may be organized by another organization or club, but may not be required by that club as a community service obligation.
- Service for the Honors Program requirement cannot express political or religious commentary or otherwise render an opinion for or against a community issue. The service committee reserves the right to reject hours if they feel that the proposed service contains a significant goal of extending political, religious or other influence.
- ACCEPTABLE Example: The student participates in a fundraiser held by a local church to support a purely aid-orientated charity such as the Red Cross.
- UNACCEPTABLE Example: The student participates in a fundraiser that directly benefits a local church.
- Students receive credit for the actual duration of an event, not for the planned duration of an event. Ex: If a service event that was supposed to last 2 hours only lasts 15 minutes, then only 15 minutes of service is counted

1.5 Submission of Service Hours

Service hours must be submitted to the Service Committee within two calendar months of their completed date in order for them to be considered towards a students' Honors Program service requirement. Ex: If the service was performed on January 3rd, the student who performed the service must submit the hours by March 3rd.

- Semester-long service projects may be submitted within two calendar months of completion of the last hours for that semester. Ex: If an Honors student volunteers to tutor a student, and the tutoring is done for an hour each week over the course of the semester, then all tutoring hours completed with that particular student may be submitted within two months of the last tutoring session.

Unless the student is informed otherwise by a member of the Service Committee, all hours are to be submitted through the online submission form found in the Service section of the Clarkson Honors website (www.clarksonhonors.org). Completed hours should be rounded to the nearest fifteen minutes and entered in decimal format (ex: Two hours and fifteen minutes of service would be 2.25 hours).

The Service Committee reserves the rights to reject all service hour submissions that do not sufficiently meet the guidelines of the service requirement, the service goals, or fit the definition of service. Any individual whose service hours are rejected by the Service Committee may appeal to the Steering Board; the Steering Board decision can only be overturned by the University Appeals Committee.

If a student is unsure whether or not service hours will count towards the completion of their Honors Service Requirement, they should enquire with their class' Service Committee representative prior to submitting the hours.

1.6 Honors Approved Service Opportunities:

This list will be updated at the start of each academic year with new opportunities if they are available. Please contact your class service representative if you feel that an event not included on this list should be considered Honors Approved. The Service Committee will notify students throughout the school-year of events that would be considered Honors Approved but do not appear on this list.

- Adopt-a-Highway: semesterly clean-ups along a designated stretch of Route 11 are organized by the Service Committee.
- American Red Cross
- Olga Grant- (315) 268-0102
- Big Brother/Big Sister
- Toni Miller or Kady Boynton-- (315) 777-9208
- Bell ringing
- Student Success Center-- Kate Mikel, kmikel@clarkson.edu
- Community Dinners

- First Presbyterian Church-- (315) 265-9434
- St. Lawrence Valley Renewal House
- Sara Tooly-- (315) 379-9845
- http://www.slvrenewalhouse.org/volunteers_and_student_interns.htm
- Food Pantry volunteering
- Potsdam Neighborhood Center
- Daisy Cox-- (315) 264-3920
- <http://www.potsdam.ny.us/neighborhoodcenter/>
- Canton Neighborhood Center
- (315) 386-3534
- St. Mary's Church Food Pantry
- (315) 265-9680
- <http://www.potsdamcatholic.org>
- Hayley H. Shen Scholarship fundraisers: fundraisers for the Hayley H. Shen Scholarship given to a local Potsdam High School student as organized semesterly by the Service Committee.
- Head Start
- Karen Holland-- (315) 386-8574
- Hospital/EMS volunteering
- Canton-Potsdam Hospital
- Lyndsay MaCagg-- (315) 261-5413
- <http://www.cphospital.org/>
- EMS Club, President's E-mail-- president@clarksonems.org
- Lawrence Avenue Elementary School
- Principal Jenne-- (315) 265-2000
- Literacy of Northern NY Tutoring Program
- Bobbi Gordon-- (315) 265-0194
- Potsdam Humane Society
- Anne Smith-- (315) 265-3199
- www.potsdamhumanesociety.org
- Potsdam Public Library
- Pat Musante-- (315) 265-7230
- Relay for Life: participation on any Relay for Life team for the Clarkson University Relay event each Spring semester. An Honors team is organized each spring.
- Service Committee events: any events organized or advertised by the Service Committee.
- S.O.S. Move-In Help
- Student Success Center-- Kate Mikel, kmikel@clarkson.edu
- Tutoring, unpaid: any tutoring that has been organized through an academic department or program-- such as the Honors Program, STEM program, or the Math department-- or through Student Support Services for which the tutor is unpaid. We also encourage student to tutor through the Literacy of Northern NY program.

2 Goals of the Honors Service Requirement

- Directly benefit members of a given community by fulfilling needs within the community
- Develop ties between Clarkson University and its surrounding communities
- Encourage initiative in the pursuit of service and good will among Honors students
- Provide opportunities for Honors students to broaden their range of experiences and build character

3 Service Committee Duties

- Ensure that incoming students are introduced to the service requirement at the start of their first semester with the Honors Program
- Review the Honors Program Community Service Requirement on a yearly basis
- Communicate with Honors students whenever necessary to help ensure that they complete their service requirement and remain aware of all guidelines and restrictions within the requirement
- Provide service opportunities to Honors students
- Inform Honors students of additional service opportunities, both on Clarkson's campus and in the local community
- Assess service hour submissions, either approving or rejecting them in accordance with the Honors Program Community Service Requirement
- Track Honors student's progress in their requirement, including the activities they've participated in and the number of hours they've completed
- Promote the spirit of service in the Honors Program
- Acknowledge the service efforts of one individual per class year through the awarding of the Honors Program Service Award at the end of each academic year

4 Completion of the Honors Service Requirement

If a student does not complete the Service Requirement before graduation an Honors Program degree will not be granted. Appeals regarding interpretation of service guidelines may be made in writing to the Honors Program Steering Board.

5 Definitions

Academic Year-- The week prior to the start of classes Fall Semester through to the last day of classes the following Spring Semester.

NOTE: If a student encounters a situation where they are only formally enrolled in the Honors Program for one semester of an academic year (ex: enrollment in Honors at the start of a Spring Semester or graduation in December), then an abbreviated academic year may be applied. This abbreviated academic year will begin a week prior to the semester in question and end on the last day of classes for that semester.

Community Service-- Any not for profit activity which directly benefits a given community or the environment.

Enrollment in the Honors Program-- Enrollment in the Honors Program, for the purposes of the service requirement, starts the week prior to the start of the student's first Honors class.