**Contract for Community Service**

**Supervisor:** All students participating in the Advanced Honors College at the University at Buffalo have an option of completing a minimum of 45 hours of on-site community service as a requirement of the College. Students cannot be paid for their service. Please complete and sign this form and return it directly to the student. This form will be entered into the student’s file.

**Student Name:** __________________________________________________________________________

**Name of Organization/Placement Site:** _______________________________________________________

**Hours spent on-site:** _____________________________________________________________________

**Dates of service:** _______________________________________________________________________

**Description of service project**
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**Additional Comments**
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**Supervisor’s Name:** _______________________________________________________________________

**Supervisor’s Title:** _______________________________________________________________________

**Supervisor’s Phone Number:** _______________________________________________________________

**Supervisor’s Signature:** __________________________________________________________________

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**Office Use Only**

Approval/Date ____________

Paper ____________________

Journal ____________________

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University Honors College
106 Capen Hall
Buffalo, NY 14260-1633
(716) 645-3020
Guidelines for Community Service

Purpose of Community Service

The Honors College offers Advanced Honors students the option of choosing community service as fulfillment of the breadth requirement. Service has many benefits for both the student and the community. While there is no dispute that the primary role of higher education is academic, it is often out-of-class activities that produce our most valuable citizens and community leaders.

- Gives students a sense of purpose, empowerment, and self-satisfaction
- Improves observation and research skills
- Provides mechanisms for students to reflect on their experiences
- Increases students’ confidence, expertise, and efficacy
- Requires/promotes/facilitates critical analysis
- Helps students understand the community
- Allows for an increased sense of cultural awareness
- Calls attention to ethical and political concerns
- Provides opportunities for peer teaching and learning
- Allows experience to change attitudes
- Develops and fosters leadership in areas of social responsibility
- Exposes students to committed professionals, volunteers, and to the non-profit sector

Requirements

1. Minimum of 45 hours of service (to be completed within one semester – fall, spring, summer).
2. The service may occur at a site external to the university.
3. The student cannot receive other academic credit or wages for the experience.
4. The student must keep a journal (final draft 7-8 pages typewritten) reflecting what it is they have experienced (see attached information).
5. The student must complete an 8-10 page reflective paper concluding their experience (see attached information).
6. The student must have the service project approved by the Honors office before beginning.
7. The student must submit the community service placement form with their completed paper and journal to the Honors office.

*The student will not receive a grade for his or her community service; however, all requirements must be approved by the Honors College in order for the breadth requirement to be satisfied.*
Guidelines for Community Service Journal Entries and Reflection Paper

Description of the Journal

Here are a few of the ingredients that go into keeping a great journal:

- Journals should be detailed accounts describing sights, sounds, concerns, insights, doubts, fears, and critical questions about issues, people, and, most importantly, yourself.
- Honesty is the most important ingredient in successful journals.
- A journal is **not** a work log of tasks, events, times and dates.
- Write freely. Grammar/spelling should not be stressed in your writing until your final draft.
- Write an entry after each visit (approximately 1 page typewritten for every five hours of service). If you can’t write a full entry, jot down random thoughts, images, etc. that you can come back to a day or two later and expand into a complete verbal picture.

Structuring Your Writing

Use the journal as a time to reflect on what you’ve seen, felt, and experienced, and which aspects of the volunteer experience continue to excite, trouble, impress, or unnerve you. Final journals need to be typewritten and edited for proper grammar and spelling.

Description of the Reflection Paper

There are three levels of reflection should be included in your paper.

1. **The Mirror (A clear reflection of the Self)**
   - Who am I? What are my values? What have I learned about myself through this experience? Do I have more/less understanding or empathy than I did before volunteering? In what ways, if any, has my sense of self, my values, my sense of “community,” my willingness to serve others and my self-confidence/self-esteem been impacted or altered through this experience? Have my motivations for volunteering changed? Any realizations, insights, or especially strong lessons learned or half-glimpsed? Will these experiences change the way I act or think in the future? Have I given enough, opened up enough, cared enough? How have I challenged myself, my ideals, my philosophies, my concept of life, or the way in which I live?

2. **The Microscope (Makes the small experience large)**
   - What happened? Describe your experience. What would you change about this situation if you were in charge? What have you learned about this agency, these people, or the community? Was there a moment of failure, success, indecision, doubt, humor, frustration, happiness, and sadness? Do you feel your actions had any impact? What more needs to be done?

3. **The Binoculars (Makes what appears distant, closer)**
   - From your service experience, are you able to identify any underlying or overarching issues that influence the problem? What could be done to change the situation? How will this alter your future behaviors/attitudes/career? How is the issue/agency you’re serving impacted by what is going on in the larger political/social sphere? What does the future hold? What can/should be done?