Hello to GNBS 119 Spring 2020 students interested in earning honors credit:
To qualify for taking this course for honors, all homework will be completed and the first two exam scores will average 90% or greater.

Note: If this is the last class you are taking with the goal of honors credit, be aware that you may not qualify (but I hope you do), and it isn’t automatic.

[www.ccsf.edu/honors](http://www.ccsf.edu/honors) to learn more!

The honors project is a big commitment only because of the short time frame between now and end of May 2020. Truth be told, not all students complete the project. Even if you do qualify, there’s a completion rate of about 50%. At this moment, ask yourself whether you have a project in mind and how important this is to you. Do you have the bandwidth to take this on? Be honest with you. And me. Thanks.

I have an idea. You can begin the project now and shoot for earning an A on the first two exams. That way, you will have completed the hours toward the project. If you end up not earning an A on the exams, you’ve still had a valuable volunteer experience.

You may choose any business-related service learning project you wish. It’s very open.

*However this involves using your network – which is part of determining the type of project and for whom.* The first requirement: a LinkedIn profile. If you’re not sure what that is, click on this [link](https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_BuildingaGreatProfile.pdf).

Back to the 25-30 hour project (there are sample write-ups on my website, by the way):

If you’re interested in finance or accounting, try to find a nonprofit (or a for-profit), for whom you can perform a brief (25-30 hour) finance or accounting-related project. If you like marketing or social media, try to approach an organization and offer your help of 25-30 hours to build their online presence.

Tip: Go to www.volunteermatch.org – or contact a small business owner or nonprofit. The sky is the limit. Decide this week, however.

As part of the honors credit requirement, it is up to you to provide me with all of the information requested.  To earn honors credit, all weekly (yes, a weekly report via email on Fridays by 5 pm is required) and final information (a write-up) must be submitted *on time*.  If I do not have timely reports on a weekly basis, honors credit will not be granted. Please, no emails asking for extensions. *Thanks*. This is the big leagues. And it’s easier than the even bigger leagues once you’re gone from CCSF.

1. A description of your project – *please fill out and email me a* ***project scope*** *by noon on Friday, 3/27. Include the following and anything else that you would like – sky is the limit:*
2. Project Description / Business or nonprofit need
3. Describe how the project and its proposed solution meets the business goals.
4. What are the objectives of the project? Describe how the project supports the business objectives.
5. Benefits to both you and the organization of doing the project. Benefits should link back to the business need or opportunity.
6. The criteria by which the project will be deemed successful by the organization – how will your project be evaluated by the organization?
7. By 5 pm on every Friday, until the due date of May 31, 2020, please provide a detailed outline of what you've accomplished on a weekly basis.  This helps with tracking hours (which I’ll verify). Please see the attached Word document which has a table, along with important dates.
8. The project requires a minimum of 25 hours for completion. I will also verify the hours through the contact person provided (so, yes, there must be a contact person).
9. **What should be included in the write-up?**

In order to earn honors credit, the final write-up of your honors project is due to me *via* *email* no later than 5 pm on May 31, 2020.   I'll confirm receipt, so if you don't have that confirmation, I have not received it.

* 1. The titles and emails of the individuals with whom you worked -- how was the working relationship? Were you self-managed? I will contact to verify hours and you will also be evaluated by them.
	2. What were your expectations of the project going into it, and were they met? Exceeded? Not?
	3. What skills did you utilize?
	4. As part of your final write-up, please attach any of your deliverables -- items, surveys, research or reports that you prepared and/or presented as part of your project.  Note: this may not apply to all of the projects.
	5. Last, please discuss what you learned, if anything, and whether the project was beneficial. If you have feedback as to how I can improve the honors project process, please let me know.  Keep in mind it's fairly grass-roots, so any suggestions would be appreciated.  I still believe strongly that a hands-on project is far more beneficial than writing another paper.
	6. There is not a minimum page requirement, but please be as detailed and explicit as possible. The write-up usually is within a 5-10 page range.

	***FAVOR:***
	7. Please, between now and the end of May, continue *checking your email daily* at the very minimum.  I ask that you respond to all emails related to this project within 24 hours.
	8. Please let me know if there are any challenges and/or communication issues. They happen.  They're frequent --like in real life.  I'm here to facilitate and make this an enriching experience. Thanks so much and again, congrats! Ms. B <3

Weekly Honors Update due via email to sberston@ccsf.edu by 5 pm

Please use this (same) template and continue to re-send each week as you fill it in

Send this as a Word Document or PDF rather than a Google doc. Thanks.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By 5 pm on each of the dates below (OR BEFORE, IF YOU START EARLIER), please email me at sberston@ccsf.edu with information as outlined in the table below. You may add additional information in paragraph format below each week’s submission.\*

Please attach this form (to be filled out cumulatively and completed in its entirety by the end), to the email – do not put your write-up directly into an email.

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| --- | --- | --- | --- | --- |
| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 4/15/2020 |  |  |  |  |

Comments:

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| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 4/22/2020 |  |  |  |  |

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| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 4/29/2020 |  |  |  |  |

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| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 5/6/2020 |  |  |  |  |

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| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 5/13/2020 |  |  |  |  |

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| Date | Task | Description/Outcome | Comments\* | Hours Spent |
| 5/20/2020 |  |  |  |  |

Comments: