**Self-Designed Experience Proposal**

# **Guidelines**

**Proposals must be submitted to the database and approved BEFORE a project begins**. **The deadline to submit proposals to the database is 11:59pm on the 5th of every month.**

You may submit a proposal to the database at any time; there is no need to wait until a deadline to submit. However, the Honors Proposal Review committee may not review until after the 5th deadline. *Proposals should be submitted one month prior to the expected experience start date*. International travel experiences require at least two months’ notice.

Your proposal will be reviewed by the Honors Proposal Review committee. **Your advisor will contact you by the 20th of the same month** with the committee's approval to start the experience or a request for revisions. If revisions are required, you must submit your revised proposal no later than the 5th of the following month. Your advisor may request an earlier date depending on your experience start date. See instructions on UHP’s [Self-Designed Experience](https://www.uc.edu/campus-life/honors/students/self-designed.html) website.

*Important note:*Advisors will not consider proposals for experiences that have already passed. The value of a self-designed experience is realized when you can plan ahead and participate in the on-going reflection. There may be instances where there is less than a month to submit your proposal before your experience would start. You should communicate this to your honors advisor as soon as possible.

# **How to Submit**

* 1. Access the [UHP Database](https://webapps2.uc.edu/uchonors/Advisor?studentType=Current&limitByUcid=False)
  2. Create a new project in the “Self-Designed Experiences” tab
  3. Upload your proposal document as an attachment (Word documents only – no PDFs).

# **How to complete your Self-Designed Honors Experience Reflection**

Purpose: Reflect upon your experience and articulate your learning and the impact of the experience. *Note: This is not the same as your experience showcase*

Audience: You (and your honors advisor)

Format: An alternative form or written reflection. Suggested lengths of reflection to reach sufficient depth and breadth: Video: 3-5 minutes; Slideshow: 10-12 slides, including explanations of visuals; Written: 600 words.

Guidelines: Use the following prompts to guide your reflection:

* An overview of your experience and what you learned as you progressed towards your goals, including if any goals changed throughout your experience.
* The impact of the experience on you and your definition of Global Citizen Scholar.
* Your plan to take your learning into future classroom, career and/or personal experiences.

Timeline: Submit your reflection to the UHP database within 1 month of the conclusion of the self-designed experience. If you are submitting a file other than a Word doc, please email it to your honors advisor.

Directions: In the UHP Database, navigate to Self-Designed Experiences and click on the title of your experience. In the Reflection box, upload your Word document then click Submit.

Showcase: You must also create a section on your Learning Portfolio website that shares your experience

# **ACKNOWLEDGEMENT AND ASSUMPTION OF RISK**

*Assumption of Risks: The honors experience and related experiential learning as described below may contain certain inherent risks that cannot not be eliminated. Aware of the risks, dangers, and hazards known and unknown to me, I agree individually, and on behalf of my heirs, successors, assigns and personal representatives, to* ***ASSUME AND ACCEPT ALL THE RISKS, DANGERS, HAZARDS, AND RESPONSIBILITIES*** *resulting in or arising from my participation in the experience.*

*Your e-signature, which will be completed in the UHP database prior to proposal submission, confirms that you acknowledge that you have read the entire proposal, that you understand its terms, that you have had the time and opportunity to read and ask questions regarding the proposal, you are fully aware of possible financial aid and tuition implications, and that you have signed it knowingly and voluntarily.*

# **Financial Aid and Honors Grants**

**Note regarding Financial Aid and Honors Grants**: All proposals with a grant request are reviewed in collaboration with the Office of Student Financial Aid. There is no guarantee of grant funding nor of a specific grant amount. Honors grant awards are typically 20% or less of the approved budget. The quality of your proposal can also impact a grant award. Honors grants are posted to students' accounts as scholarships and can affect an individual student’s financial aid. Some students may not be eligible to receive a grant due to their financial aid status. If awarded an honors grant, students acknowledge full awareness of possible financial aid implications.

# **Independent International Travel**

If you are proposing travel independent of UC faculty, staff, or a UC student group, you must submit your self-designed proposal by the following deadlines:

* October 5 – Winter break experiences
* January 5 – Spring break experiences
* March 5 – May/June experiences
* April 5 – July/August experiences
* June 5 – Fall experiences

All independent, international honors experiences require a completed Worldwide Honors Experience application through UC International. UC International will verify successful completion of the application before an experience can be approved. Additionally, the [Student Travel Policy](https://www.uc.edu/content/dam/refresh/af-62/af-policies/Student%20Travel%20Policy%202024.pdf) restricts UC-sponsored travel to countries under a [U.S. Department of State Travel Advisory](http://travel.state.gov/content/passports/english/alertswarnings.html). Those who wish to visit a country or area within a country with a **Level 3 or higher Travel Advisory Level** must seek an exemption through UC International. For additional information about Travel Advisories and exemptions, visit [UC International’s Guide on Travel Restrictions](https://www.uc.edu/campus-life/study-abroad/apply/restrictions.html). Students traveling without a faculty or staff leader must individually request an exemption. ***We cannot allow you to count this travel as an honors experience nor can we give you a grant without an approved exemption.*** See more information on the UHP [international travel](https://www.uc.edu/campus-life/honors/students/self-designed/international-travel.html) page.

# **Proposal**

**Full Name:**

**Title of Experience:**

**Anticipated Start Date:**

**Anticipated End Date:**

**Anticipated Number of Weeks and Total Experience Hours:**

**Focus Area (Impact, Innovation or Inclusion):**

**(**[**Next Lives Here**](https://www.uc.edu/about/strategic-direction.html)**/**[**Guiding Principles**](https://www.uc.edu/about/equity-inclusion/about/guiding-principles.html)**)**

## **PART I. Explain your proposed Self-Designed Honors Experience**

### **Abstract**

**Section must include:**

* Detailed description of the experience – tell us what you will be doing
* Breakdown of how you will reach the 75+ hours requirement
* Description of risks (if any) and safety precautions you will take

*Enter text here:*

Advisor Revisions/Feedback:

### **Personal Connection**

**Section must include:**

* Explanation of why this experience matters to you
* Explanation of how this experience will help you progress toward becoming a [global citizen scholar](https://www.uc.edu/campus-life/honors/about.html)

*Enter text here:*

Advisor Revisions/Feedback:

### **Experience Mentor**

**Section must include:**

* Experience mentor name and email
* Explanation for why mentor was selected (e.g. their content expertise related to your experience)
* How you will engage with the mentor
* *Note: Experience Mentor(s) should have knowledge/expertise in an area related to the experience and be able to help you craft your experience goals.*

*Enter text here:*

Advisor Revisions/Feedback:

## **PART II. Personal Growth: Goals and Reflection**

### **Experience Goals Related to Focus Area**

**Section must include:**

* Experience Goals: two (2) specific goals related to chosen focus area(s) outlining the intended results/outcomes/achievements
* List the activities that will help you progress towards your goals and how each relates to your experience
* *Note: These goals should adhere to the SMART format. Please check out this* [*SMART goal video overview*](https://www.youtube.com/watch?v=1-SvuFIQjK8&ab_channel=DecisionSkills) *on YouTube for more details.*

*Enter text here:*

Advisor Revisions/Feedback:

### **Personal Goals Related to Focus Area**

**Section must include:**

* Personal Goals: two (2) specific goals related to chosen focus area(s) outlining how **you** hope to grow as a result of this experience
* List the activities that will help you progress towards your goals and how each relates to your experience
* *Note: These goals should adhere to the SMART format. Please check out this* [*SMART goal video overview*](https://www.youtube.com/watch?v=1-SvuFIQjK8&ab_channel=DecisionSkills) *on YouTube for more details.*

*Enter text here:*

Advisor Revisions/Feedback:

**Ongoing Reflection**

**Section must include:**

* How will you reflect? A variety of methods can be used for reflection. Some examples are videos, drawings, blogs, songs, and journals
* List 3-5 open-ended questions that you plan to ask yourself throughout your experience to gauge your growth, be aligned with your four goals, and demonstrate understanding of your selected focus area(s)
* *Note: Ongoing reflection should help you process the experience and progress toward the goals you have identified. Not every question will be applicable every time you reflect. Reflection questions can be related to specific goals; they do not need to be applicable to your entire experience.*

*Enter text here:*

Advisor Revisions/Feedback:

## **PART III. Experience Logistics**

**Academic Resources Connected to the Goals**

**Section must include:**

* 2-3 academic resources connected to your goals
* Title and author of each resource
* Description of how resources will help make progress toward the goals
* *Note: Academic resources are professional/academic works that can be used to assist your understanding of the topic. Some examples are books, research journals, documentaries, or videos.*

*Enter text here:*

Advisor Revisions/Feedback:

### **Sharing Your Learning**

**Section must include:**

* At least one method to actively share what you learned focused on growth connected to your goals
* A specific audience and why the audience was selected
* *Note: If you are including social media, you must also include details about how you will connect with your specific audience.*

*Enter text here:*

Advisor Revisions/Feedback:

### **Budget (if applicable – leave blank if you are not requesting grant funding)**

**Section must include:**

* Itemized budget of consumable expenditures (please review information on [Honors Grants](https://www.uc.edu/campus-life/honors/students/grants.html))
* *Note: please convert to USD and use the following template, e.g.:*
  + *Roundtrip flight CVG – ATH: $1,200*
  + *Cost of lodging for 2 nights: $95/night x 2 = $190*
  + *Day pass to the Acropolis Museum: $21.43*
  + *Total: $1,411.43*

*Enter text here:*

Advisor Revisions/Feedback:

### **Travel Itinerary (if applicable – leave blank if you are not traveling outside of Cincinnati for this experience)**

**Section must include:**

* If traveling, include your travel itinerary, including locations and dates, for any travel
* *Note: please use the following template, e.g.:*
  + *7/1/24 depart CVG*
  + *7/2/24 arrive at Athens Airport and travel to Paros*
  + *7/3/24-7/6/24 Santorini*
  + *7/7/24 travel back to CVG from ATH*

*Enter text here:*

Advisor Revisions/Feedback: