Self-Designed Experience Proposal

**Guidelines**

* **Timeline**: Submit proposals and revisions to the UHP database by the 5th of each month. Proposals should be submitted one month prior to the expected start date of the experience. International travel experiences require at least two months’ notice.
* **Format**: Maintain the proposal format (e.g. headers, layout). Do not delete boxes.
* **Submission process**: Access the UHP Database (<https://webapps.uc.edu/uchonorsstudent>). Create a new project in the “Self-Designed Experiences” tab and upload your proposal document as an attachment (Word documents only – no PDFs).

***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/uc/af/financialpolicies/Docs/Student%20Travel%20Policy.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](https://www.uc.edu/campus-life/study-abroad/apply/restrictions.html) through UC International. 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/experiences/international-travel.html) page.

**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.*

**Basic Information**

Full Name:

Title of Experience:

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))

Expected Start Date:

Expected End Date:

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| **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 your personal connection text in this space.*  Advisor Revisions/Feedback |

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| **Abstract**  **Section must include:**   * Description of the experience and breakdown of how you will reach the 75+ hours requirement * Description of risks (if any) inherent in this experience and safety precautions you will take * Itinerary, including locations and dates, for any travel experience   *Enter your abstract text in this space.*  Advisor Revisions/Feedback: |

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| **Experience Mentor:**  **Section must include:**   * Experience mentor name and contact information * Description of why mentor was selected * Specific plans to engage with 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. Honors advisors, undergraduate students, and family members cannot be mentors.*  *Enter your advisor information in this space.*  Advisor Revisions/Feedback: |

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| **Goals Related to Focus Area:**  **Section must include four (4) goals:**   * Experience Goals: two (2) specific goals related to chosen focus area(s) outlining the intended results/outcomes/achievements * 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 your goals related to focus area in this space.*  Advisor Revisions/Feedback: |

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| **Academic Resources Connected to the Goals**  **Section must include:**   * Two to three 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 your academic resources in this space.*  Advisor Revisions/Feedback: |

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| **On-going Reflection**  **Section must include:**   * Method for ongoing reflection * 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: The on-going 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. A variety of methods can be used for reflection. Some examples are videos, drawings, blogs, songs, and journals.*  *Enter your on-going reflection text in this space.*  Advisor Revisions/Feedback: |

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| **Sharing Your Learning**  **Section must include:**   * At least one method to actively share what you learned focused on growth connected to focus area(s) * A specific audience and why the audience was selected   *Note: While social media can be an effective platform for sharing, only posting on your learning portfolio or social media account(s) does not reach a targeted audience.*  *Enter sharing your learning text in this space.*  Advisor Revisions/Feedback: |

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| **Budget (if applicable)**  **Section must include:**   * Itemized budget of expenditures with sources to justify estimates (review information on [Honors Grants](https://www.uc.edu/campus-life/honors/students/grants.html))   *Note: The UHP no longer provides honors grants for unpaid research or internships. You can still complete these as honors experiences, but cannot receive a grant.*  *Enter budget information in this space.*  Advisor Revisions/Feedback: |