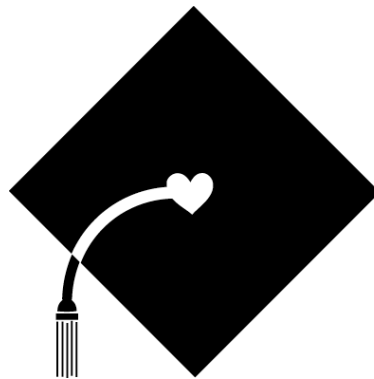




**University of Nevada, Reno
Honors Program**

Honors Bonner Leader Program Handbook 2018–2019



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I. Honors Bonner Leader Program and the Honors Program

The Honors Program at the University of Nevada, Reno has long been committed to encouraging its students to serve. Over the course of its fifty-year history, Honors students have given thousands of hours of their time in support of worthy causes. In recent years, Honors students have participated in a wide range of health and wellness, environmental, and arts and culture initiatives.

In order to better support and recognize the outstanding service contributions of its students, the Honors Program has implemented the Honors Bonner Leader Program. Developed by the Bonner Foundation, Bonner Programs provide students with opportunities to serve their local, national, and global communities in a sustained and meaningful way. The Program's proven four-year developmental model guides students in assuming progressively responsible roles within their service organizations as well as preparing them for employment in the nonprofit, government, and private sectors. Honors Bonner Leaders will perform 140 service hours per semester as they complete their degrees (financial support is limited to eight semesters).

The Honors Bonner Leader Program is committed to promoting diversity and inclusion. Priority is given to students who demonstrate financial need, are first-generation college students, or are members of underrepresented populations.

II. Mission Statement of the Bonner Foundation

Through sustained partnerships with the colleges and congregations, the Corella and Bertram F. Bonner Foundation seeks to improve the lives of individuals and communities by helping meet the basic needs of nutrition and educational opportunity.

III. Values and Beliefs of the Bonner Foundation

The Bonner Foundation

- Believes that colleges and congregations have vital roles to play in society in nurturing and mobilizing thoughtful, caring, and diverse leadership dedicated to community service;
- Recognizes that often the best way to help someone is to give them the opportunity to help themselves, and that the people best able to address a problem are the people whom it most directly affects;
- Recognizes that effective community service programs involve all stakeholders in their leadership;
- Creates innovative programs that have the potential to serve as models for the field.

IV. Bonner Common Commitments

Bonner Programs seek to promote individual development along a number of dimensions. Throughout this four-year process, both programs and participants maintain the following commitments:

- **Community Building:** We establish and sustain a vibrant community of place, personal relationships, and common interests

- Spiritual Exploration: We explore personal belief while respecting the spiritual practices of others
- Diversity: We respect and embrace the many dimensions of diversity in our private and public lives
- International Perspective: We develop international understanding that enables us to participate successfully in a global society
- Civic Engagement: We participate intentionally as a citizen in the democratic process, actively engaging in public policy and direct service
- Social Justice: We advocate for fairness, impartiality, and equality while addressing systemic social and environmental issues

V. Bonner Cornerstones

Bonner cornerstones represent key milestones in the Bonner developmental model. Each of the four years of an Honors Bonner Leader's undergraduate career includes a Bonner cornerstone.

First-Year Service Trip

- Developing identity and unity through an intensive service experience.
- This trip is part of the **Exploration** phase in the Bonner student development model.
- Students will spend several days completing a service project at a single service site in a rural area of Nevada or California. The service trip will feature:
 - program and service activities;
 - educational preparation and reflection before, during, and after the trip;
 - deeper partnerships with community organizations, involving presentations and learning.

Second-Year Exchange

- Breaking out of comfort zones and engaging in service with Bonners from across the country.
- This is part of the **Experience** phase in the student development model.
- The Second-Year Exchange takes Bonners on a day trip or short service trip with Bonners from another school to exchange ideas and build the sense of the national movement. It often includes:
 - program and service activities;
 - educational preparation and reflection, such as planning by the sophomore class themselves;
 - training or attending a conference;
 - tapping into ongoing partnerships with community organizations who host the Bonners or provide service opportunities;
 - sharing experiences and ideas with other Bonners;
 - creating cross-program connections.

Junior Leadership

- Expanding on service experiences by leading and engaging others to serve.
- This is part of the **Example** phase in the student development model.

- By the third/junior year, students usually take leadership positions in a variety of ways, including as:
 - Bonner Congress Representatives;
 - Project/site coordinators, or initiating changes at the sites;
 - Issues-based team leaders;
 - First-year orientation leaders;
 - Helping to plan the first-year trip or second-year exchange;
 - Creating their own opportunities to lead and engage others;

Senior Capstone

- Integrating academic and service experiences to envision the future.
- This is part of the **Expertise** phase in the student development model.
- The Senior Presentation of Learning is a culminating experience in which the senior takes a deeper look at their Bonner journey to share:
 - their deeper reflections and learning;
 - the story of their own development;
 - where they see themselves going next.
- Through Presentations of Learning, seniors provide inspirational stories that describe their own journey through Bonner at a celebration attended by faculty, family, community partners, and other Bonners.
- On the service level, students may want to pursue a more formalized Capstone Project, representing a significant level of responsibility in their service work, ideally tied to the Honors Senior Thesis.

VI. Honors Bonner Leader Program Financial Award

- The Honors Bonner Leader Financial Award provides students with funding over a period of four years, or eight semesters, provided that they remain in good standing with the Honors Program and the Honors Bonner Leader Program.
- Because Honors students typically hold a number of scholarships, particularly in their first year, the value of the Honors Bonner Leader Financial Award increases incrementally each year. Honors Bonner Leaders should refer to their most recent contract for the amount of their financial award for that semester.
- Awards are disbursed *after* service hours for that semester are verified. In order to receive their awards, students must meet all benchmarks set for the completion of 140 service hours per semester.
- Students must register as suppliers in the Supplier Registration System (SREG) in order to receive their awards via electronic deposit.
- Honors Bonner Leaders are not required to serve during the summer months. However, students are encouraged to complete summer internships or extended service projects. In the cases of such activities, Honors Bonner Leaders may earn three (3) Honors Points in exchange for 100 summer service hours at an approved service site.
- Provided that funding is available from 365 Learning, Honors Bonner Leaders are also eligible to enroll in six (6) credits of summer coursework at the University of Nevada, Reno at no additional charge.

VII. Honors Bonner Leader Selection Process

- Prospective Honors Bonner Leaders must submit an Honors Bonner Leader application to the Honors Program electronically via the Honors Program's website.
- Completed applications are first sent to the Office of Financial Aid & Scholarships for review. The applications are then screened by the Board of the Honors Bonner Leader Program, which invites top-ranking candidates to interview.
- No more than 10 Honors Bonner Leaders will be accepted in any given year.
- Because this process requires coordination among several departments, applicants should allow 4–6 weeks processing time before contacting the Honors Program regarding the status of their application.
- The Board of the Honors Bonner Leader Program is comprised of the Director and Assistant Director of Honors Program and the Honors Bonner Coordinator.

VIII. Honors Bonner Leader Interview Procedure

- The Honors Bonner Leader interview allows candidates to elaborate on the information they provided in their online applications. Questions will relate primarily to past service, areas of interest for future service, and academic and professional aspirations. Candidates will be assessed on their potential to make a contribution to the service objectives of the Honors Bonner Leaders Program, their potential for sustained commitment to service and the common good over the full term of the award and beyond, and their academic promise.
- Invited applicants will be interviewed in person by the Board of the Honors Bonner Leader Program.
- In the event that an applicant is unable to interview in person for financial reasons, a video conference may be arranged. Inability to interview in person will not negatively affect the chances for admission of any candidate.

IX. Honors Bonner Leader Expectations and Requirements

- Honors Bonner Leaders are required to complete a minimum of 140 hours of community service during each fall and spring semester that they are active in the Honors Bonner Leader Program. They will, therefore, complete at least 280 service hours each academic year.
- First-year students in the Honors Bonner Leader Program are required to attend the Incoming Honors Student Retreat held the weekend prior to the beginning of fall classes.
- First-year students in the Honors Bonner Leader Program are required to enroll in the service-oriented Bonner section of HON 215. The course's 15-hour service-learning requirement will count toward the 140 Bonner service hours.
- Honors Bonner Leaders in their second, third, and fourth years will attend regular cohort, site/issue-based, and all-Bonner meetings and trainings during each fall and spring semester.
- Honors Bonner Leaders are required to complete the four cornerstones of the Bonner Program:
 - First-Year Service Trip (Exploration)
 - Second-Year Exchange (Experience)
 - Junior Year Leadership (Example)

- Senior Capstone Courses and Research Projects (Expertise)
- Honors Bonner Leaders are required to track all of their service hours in the Bonner Web-Based Reporting System (BWBRs) in order for the hours to be counted toward their Bonner service requirement.
- Honors Bonner Leaders are required to stay in good standing with the Honors Program. Should a student fail to meet the requirements of the Honors Program and be dismissed, s/he will also be dismissed from the Honors Bonner Leader Program.
- Honors Bonner Leaders are required to sign an updated Honors Bonner Leader Student Agreement each semester in order to receive funding.
- Honors Bonner Leaders are required to sign an annual service-learning waiver from the Office of Service-Learning and Civic Engagement.
- Finally, all Honors Bonner Leaders will complete Community Learning Agreements in BWBRs and participate fully in any and all assessments of their progress required by the Honors Bonner Leader Program and/or the Bonner Foundation.

X. Honors Bonner Leader Retention

- Retention of Honors Bonner Leaders is a priority of the Honors Bonner Leader Program. In order to promote retention and persistence, the Honors Program will
 - Provide the infrastructure for regular Honors Bonner Leader meetings first within the context of its first-year seminar and, subsequently, by facilitating cohort and all-Bonner meetings on a rotating monthly basis;
 - Require all Honors Bonner Leaders to participate in mandatory Honors academic advising each semester;
 - Offer a variety of enrichment opportunities to include community building, trainings, and other professional development activities on an ongoing basis;
 - Support the activities of the Honors Bonner Student Leadership Team and promote student leadership more generally. (See XVII below.)

XI. Honors Bonner Leader Leave of Absence Policy

- The Honors Bonner Leader Program encourages Honors Bonner Leaders to seek enriching experiences beyond the Honors Program. International study, in particular, is encouraged. A variety of opportunities are available to Honors Bonner Leaders interested in studying internationally. The University of Nevada, Reno is a member of the University Studies Abroad Consortium (USAC), a university cooperative that currently offers 51 programs in 28 countries. International study opportunities are available in a variety of subjects with many courses taught by faculty from universities across the United States.
- Students are also encouraged to participate in internships and other professional development activities that may require them to be away from the University.
- Honors Bonner Leaders must make their own determination regarding whether or not they will continue to meet their service obligation while they are away from the University. If they choose not to perform their Bonner service during this time, they must request a leave of absence from the Honors Bonner Leader Program for the relevant semester(s). Honors Bonner Leaders who take a leave of absence suspend their award and resume participation in the Honors Bonner Leader Program upon their return to the University.

- Requests for leaves of absence for reasons other than participation in approved study-abroad and/or internship programs will be considered by the Board of the Honors Bonner Leader Program on a case-by-case basis.

XII. Honors Bonner Leader Withdrawal Process

- Honors Bonner Leaders wishing to withdraw from the Honor Bonner Leader Program may do so by completing a Request to Withdraw from the Honors Bonner Leader Program form available on the Honors Program's website under Documents and Forms. In order for the request to be approved, the student must meet with the Board of the Honors Bonner Leader Program.
- Students who withdraw from the Honors Bonner Leader Program or the Honors Program forfeit the current semester's award and all subsequent awards.
- Any student who has withdrawn from the Honors Bonner Leader Program, but who wishes to be readmitted may submit in writing a request to the Board of the Honors Bonner Leader Program. Readmitted students may only assume "Bonnerary" status; they are *not* eligible to receive the financial award.

XIII. Honors Bonner Leader Probation and Dismissal Policy

- Honors Bonner Leaders who fail to meet their 140 service hour requirement will immediately be placed on probation and will *not* receive the Honors Bonner Leader Financial Award for that semester.
- Honors Bonner Leaders who complete their service requirement but do not maintain good standing in the Honors Program (i.e., low GPA or low participation), will immediately be placed on probation and will *not* receive the Honors Bonner Leader Financial Award for the probationary semester.
- Students placed on probation will be notified both of their probationary status and of the specific conditions they must meet in order to return to full status.
- Honors Bonner Leaders on probation continue to enjoy the benefits of membership in the Honors Program (e.g., priority registration) provided that they make satisfactory progress toward meeting the conditions set by Board of the Honors Bonner Leader Program.
- If, by the end of the probationary semester, students meet the conditions of their probation, they return immediately to full Honors Bonner Leader status. Students will *not* receive any back payment, but they may receive the financial award for that semester.
- Students who do not meet the conditions of their probation will be dismissed from the Honors Bonner Leader Program and/or the Honors Program as appropriate.
- Students dismissed from the Honors Bonner Leader Program may appeal their dismissal in writing, within one calendar month. Appeals will be considered by the Board of the Honors Bonner Leader Program.

XIV. Honors Bonner Leader Replacement Policy

- The Honors Bonner Leaders Program may, at its discretion, seek to replace any withdrawn or dismissed Honors Bonner Leader.

- Replacements are made by nomination only. Students interested in the Honors Bonner Leader Program should, therefore, make their interest known to an Honors advisor, instructor, or member of the Board of the Honors Bonner Leader Program.
- In most cases, students selected to replace withdrawn or dismissed students must be members of the same class (i.e., have the same number of semesters remaining until graduation).
- Nominated students are invited to an interview with members of the Board of the Honors Bonner Leader Program. (See III above.)
- If accepted into the Honors Bonner Leader Program, replacement students are eligible for the Honors Bonner Leader Financial Award.

XV. Honors Bonner Leader Orientation

- Incoming Honors Bonner Leaders participate in a mandatory orientation during the week before fall classes begin. The orientation does not conflict with any NevadaFIT camp.
- Orientation programming seeks to familiarize students with the University and the Honors Bonner Leaders Program while giving them the opportunity to begin building strong connections with their fellow Honors Bonner Leaders.
- Additionally, all incoming Honors Bonner Leaders are required to attend the Incoming Honors Student Retreat held annually at Lake Tahoe the weekend before fall classes begin.

XVI. Senior Bonner Intern

- Each year the Board of the Honors Bonner Leader Program will select one or more rising juniors or seniors in the Honors Bonner Leader Program to serve as the Senior Bonner Intern(s).
- Over the course of the academic year, this internship will fulfill the Senior Bonner Intern's Bonner service requirement and account for their 280 logged service hours.
- The internship includes summer work as the Senior Bonner Intern is responsible for organizing the Honors Bonner Leader Orientation.

XVII. Student Leadership

Honors Bonner Student Leadership Team

- A minimum of five (5) Honors Bonner Leaders will serve on the Honors Bonner Leadership Team, the Honors Bonner Leader student governing body.
- The Honors Bonner Leadership Team serves as a liaison between Program staff and students. Via its regular meetings, the team provides students with a forum for sharing their ideas regarding the Honors Bonner Leader Program's organization and development. (See XXI below.)
- In cooperation with the Honors Student Ambassadors, the Honors Bonner Leadership Team will offer programming promoting service to Honors Bonner Leaders and/or all Honors students.
- The Honors Bonner Leadership Team establishes its own processes for electing and dismissing members. However, the team's bylaws must be approved by the Board of the Honors Bonner Leader Program.

Bonner Congress Representatives

- Two members of the Honors Bonner Student Leadership Team will be selected to serve as Representatives to the national Bonner Student Congress.
- Representatives attend the annual meeting of the Bonner Student Congress in the fall as well as the Summer Leadership Institute in early June.
- If funding is available, the Honors Bonner Leader Program will offer financial support to offset the cost of the representatives' attendance at these events.

XVIII. First-Year Service Trip

- All first-year Honors Bonner Leaders are required to participate in a service trip during the spring semester or summer.
- The first-year service trip allows new Honors Bonner Leaders to expand upon the service they have already performed by working together to complete an extended service project.
- The Honors Program organizes transportation and lodging for the service trip.

XIX. Second-Year Exchange

- Second-year Honors Bonner Leaders participate in a service exchange with another university campus during one of the school breaks (winter, spring, or summer)
- The exchange may involve service (with hours served counting toward the service requirement) or the exchange may be comprised of additional training or development activities.
- The service exchange is an opportunity not only to acquire new skills, but also to meet and network with Bonners and other like-minded students outside of Nevada.
- The Honors Program organizes transportation and lodging for the service exchange.

XX. Honors Bonner Leader Presentation of Learning and Community Impact

- After four years, Honors Bonner Leaders must present their cumulative service experience to a public audience.
- Honors Bonner Leaders are strongly encouraged to incorporate their service into their Honors Senior Thesis, which may take the form of an extended community-based research project.
- Presentations by Honors Bonner Leaders will be attended by the Board of the Honors Bonner Leader Program, other Honors Bonner Leaders, and family and friends.

XXI. Senior Exit Interview

Graduating Honors Bonner Leaders will meet with the Board of the Honors Bonner Leader Program for an exit interview. The Honors Bonner Leader Program solicits feedback from its graduates regarding their experience of the Bonner Program in order to evaluate its effectiveness. Graduating seniors will be asked to complete an online survey addressing all aspects of the Program prior to this meeting. Each cohort's surveys will be compiled and shared with the Honors Bonner Student Leadership Team so that the team may make recommendations based on the data.

Graduates should inform the Honors Bonner Leaders Program of their immediate post-graduation plans and remain in contact following their graduation from the Honors Program.

XXII. Frequently Asked Questions

1. Is funding available for summer?

In the past, 365 Learning has offered six (6) summer credits to Honors Bonner Leaders at no additional cost. Honors Bonner Leaders will be made aware if this funding is available. Because the Honors Bonner Leader Financial Award is disbursed at the end of the semester (unlike other scholarships and financial aid), you may also find that these funds arrive at precisely the right time to cover summer tuition expenses.

2. What happens if I don't complete my 140 hours during a semester?

If you do not fulfill your service requirement, you will not receive your Honors Bonner Leader Financial Award for that semester. Additionally, you will be placed on probation for the following semester. If you meet all of the conditions of your probation, you will return to full Honors Bonner Leader status and resume receiving the Honors Bonner Leader Financial Award at the end of the probationary semester.

3. What happens if I don't complete my 140 hours while I'm taking HON 215?

All Honors Bonner Leaders are enrolled in the Bonner section of HON 215, which features readings and activities related to service and includes training and enrichment. As in other sections of HON 215, Honors Bonner Leaders must complete 15 hours of service-learning, which will count toward the total 140 Bonner service hours. Your grade in HON 215 is dependent upon completion of the 15-hour requirement, not the 140-hour requirement.

4. When will I receive my financial award?

Honors Bonner Leader Financial Awards will be disbursed at the end of each semester. In order to receive your award, you must have completed the required 140 service hours. Please be aware that, if your individual aid package is such that receipt of the financial award would alter your tax status, the Board of the Honors Bonner Leader Program will advise you to defer your award to a subsequent semester.

5. What happens if I'm not in good standing with the Honors program?

If you are placed on Honors probation, you will not receive the Honors Bonner Leader Financial Award during your probationary semester. Provided that you meet all the conditions of your probation (e.g., raise your GPA and/or Honors Program participation), you will return to regular Honors Bonner Leader status in the following semester and resume receiving the Honors Bonner Leader Financial Award. You will not receive any back payment.

6. What happens if I choose to leave the Honors program?

Only Honors students are eligible to be Honors Bonner Leaders. If you withdraw from the Honors Program, you will automatically be withdrawn from the Honors Bonner Leader Program. Students who withdraw from the Honors Bonner Leader Program may remain members of the Honors Program.

7. Can I change my service placement?

During their first year, Honors Bonner Leaders are encouraged to explore a variety of service opportunities in addition to serving at their assigned primary service placement. Because the Bonner developmental model is designed to guide students in assuming progressively responsible roles within a consistent service placement, Honors Bonner Leaders are advised to select their ongoing service placements carefully. Continuing Honors Bonner Leaders should plan to remain with the primary service placement they have selected for a minimum of one year unless extenuating circumstances arise, in which case, students should immediately contact a member of the Board of the Honors Bonner Leader Program to discuss their situation.

8. What happens if I stay longer than four years?

The Honors Bonner Leader Program is a four-year commitment on the part of the student and the program itself. Students will receive the financial award for a maximum of eight semesters. Should students require additional semesters to complete their degrees, they may continue to serve within the context of the Honors Bonner Leaders Program without receiving financial support. That is, they may assume “Bonnerary” status.

9. What is Bonnerary status?

Bonnerary Honors Bonner Leaders are students who participate in the Honors Bonner Leader Program without receiving a financial award. In all other respects, such students are “official” Honors Bonner Leaders: they perform a significant amount of service, attend Bonner meetings, and benefit from Bonner-developed training and enrichment activities. This status is appropriate for advanced students who are heavily involved in service but who do not qualify for admittance to the Honors Bonner Leader Program as incoming students, those who wish to be members of the Bonner community but who do not have a need for additional financial support, and for former Honors Bonner Leaders who wish to re-enter the program.

10. What should I do if believe I cannot meet the requirements of the Honors Bonner Leader Program?

If you encounter problems with your service or academic requirements, you should meet with a member of the Board of the Honors Bonner Leader Program to discuss your situation before taking any action (e.g., initiating the withdrawal process). Be proactive and alert an Honors advisor, instructor, or member of the Board of the Honors Bonner Leader Program to any difficulties you may be experiencing promptly. Do not wait to let us know that there is a problem; we are here to support you.