

TAP Workshop

The Honors Institute- 2020

Qualifications for TAP Certification:

1. Meet all the requirements of an Honors Scholar here are Foothill College
2. Submit a **properly formatted** and complete TAP Certification Form by Friday, February 21, 2020

Requirement 1: Become and Honors Scholar

To be an honors scholar, you must:

1. Have already taken at least 12 units by the Fall of 2019
2. Complete a total of 23 Honors Units by the end of Spring 2020
 - i. Courses must come from at least two different departments
 - ii. Earn a C or better in all honors courses
 - iii. Maintain a minimum 3.25 GPA in honors courses
3. Complete Service Leadership
 - a. Participate in activities that benefits other and the community
4. Check-in with an Academic Counselor on a quarterly basis

What is service leadership and how do I document this?

❖ What it is:

- Service leadership is any action or service you take that has an impact on others in your community
- Can be personal, volunteer, or paid- but it must have a clear and direct impact on others
- Service or work you do that has an impact on you, your perceptions, and/or personal growth as well

❖ How to document:

- Complete the Service Leadership Report Form, which can be found on the Foothill College Honors Institute website: [Foothill College Fillable Service Leadership Report Form](#)

Service Leadership- Sample reflections (excerpts)

Caring for others: “ While going to Foothill, my mother was working two jobs and was often busy, so part of the day-to-day responsibility of taking care of my younger sister fell on me. This involved me driving her to and from school, and taking her to track meets on the weekend... Through this experience, I learned how important small environmental factors are in one’s personal experience of growing up and the access one has to various opportunities...”

Tutoring: “...my job was not to provide answers, but to provide new mindsets and tools for the student to utilize while coming to their own conclusions. It took practice, but as the weeks continued, I was able to strengthen my communication skills and develop a new outlook on the role of the tutor. The idea that I could work with someone and through questioning help them develop a skill-set that will continually aid in their success even beyond our tutoring sessions, leaves me with a great sense of fulfillment and pride.”

Service Leadership- Sample reflections (excerpts)

Internships (paid or unpaid): “At the 1500 Stories Project, I worked as an intern editing audio interviews from people from around the Bay Area. These interviews would be of people who either were directly affected by the huge economic inequality in the Bay Area or who saw the effects of this inequality...One of the greatest lessons I learned from this experience is that I have been very sheltered as a child from the larger problems that face the majority of my own community. I lived most of my life in Los Altos and I never really saw a problem with economic inequality... but once I started listening to these stories, it made me second guess just how fine my community was...”

Service at religious institutions: “That weekend I spent a total of eight hours in that Gurdwara serving food, cooking food, organizing files, and taking care of the temple attendees. I feel that everyone deserves a home-cooked meal and being able to help with delivering people a meal made me feel great about what I was doing because it felt like an immediate, tangible contribution. This experience actually inspired me to become a regular volunteer beyond that weekend and donate more time on a consistent basis so I am grateful to have had such an opportunity.”

**Requirement 2: Submit TAP
Certification Form**

Use the checklist:

- There are many details you must pay attention to in your TAP Certification Form- use the checklist from the Honors Institute website to help you understand exactly what you need to do to ensure your application is processed
 - [UCLA TAP Checklist](#)
- Fill out the form
 - [UCLA TAP Certification Form](#)

IMPORTANT- Counselor Requirement for TAP Certification Application:

- If you are a student **with no AP credits** AND all of your Course Units come from either **Foothill or De Anza**-----> Submit your complete application to the Honors Institute Coordinators
- If you are a student **with some AP credits** AND all of your Course Units come from either **Foothill or De Anza** -----> Submit your complete application to the Honors Institute Coordinators
- If you are a student who has attended Foothill and/or De Anza and **multiple institutions (outside of Foothill and De Anza)** and may have AP Credit-----> See a counselor AS SOON AS POSSIBLE- **THIS IS MANDATORY!**

