

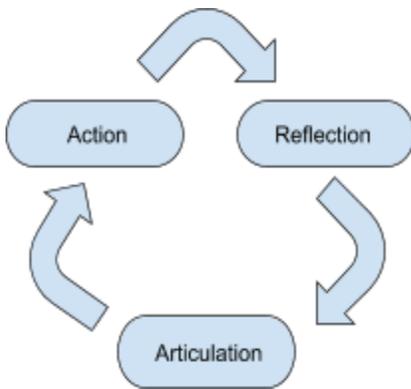


# First Year Experience Practicum Description

## PRACTICUM INFORMATION:

Practicum Supervisor: Mr. Scott Cagnet, Assistant Dean of Student Engagement  
Office Location: Associates Campus Center, Center for Student Life  
Office Hours: Monday-Friday; 8:30am-5:00pm  
Email Address: scagnet@rc.edu  
Office Phone: (248) 218-2231

## POSITION DESCRIPTION:



The Student Leadership course, for Fellows, is a 300 hour practicum course designed to immerse students in a rhythm of shared learning. This practicum is comprised of 1) one hour of seated class time 2) out of class office hours 3) out of class working meetings 4) execution of and attendance at events and programming. Learning begins with the student's lived experiences. Students will reflect on those experiences with one another, through course materials, and with instructors/supervisors. Students then articulate new learning in light of these shared practices to influence future leadership activity.

The practicum component of the course is the laboratory in which students participate in a lived leadership experience, test leadership theories and strategies in live leadership settings, reflect on the implications of leadership experiences and influence future actions.

The First Year Experience Fellows are student advocates who complete practicum requirements by supporting the needs of all new Rochester College students through intentional dynamic co-curricular programming. The First Year Experience Fellow position shapes the new student experience in purposeful and meaningful ways that value and advance the mission of Rochester College through the effective onboarding and support of new students.

## REQUIRED PRACTICUM MATERIALS: TBD

## PRACTICUM RESPONSIBILITIES:

**Student Advocacy:** First Year Experience Fellows, as a part of the Student Programming Board, serve as advocates for new students by discovering, articulating and supporting the spoken and unspoken needs, interests and concerns of new students. Through the First Year Experience Fellows' advocacy, new students will enjoy a richer and more participative first year student experience. First Year Experience Fellows will:

1. Establish methods for gathering information related to the new student experience from students, including: feedback loops and assessment of new student programming and events

2. Collaborate cross-departmentally to gather and share research to the broader RC community. Such departments may include: Admissions, Academic Center for Excellence (ACE), Academics, etc.
3. Participate across departments in the development of, and attend all, Crimson Days, Move-In Days, Warrior Weekend, IDS course and ongoing new student programming
4. Attend and mentor new students in the IDS course as they create their Via Showcases
5. Develop and maintain positive relationships with new members of the student body through availability, accountability, creativity, credibility, and confidentiality
6. Encourage all new students toward personal, social, spiritual, and academic development
7. Provide a culture of collaboration and accountability among other student organizations

**Administrative Tasks:** First Year Experience Fellows will be responsible for administrative duties related to the day-to-day leadership and execution of new student programming. Such responsibilities will be carried out with guidance and assistance of the Student Programming Board and the Center for Student Life, in collaboration with Rochester College's institutional regulations and policies.

1. Responsible for attending and providing area updates at all Student Programming Board Meetings
2. Ensure all financial requests and purchases are processed properly
3. Maintain accurate records of events, programs, partnerships and activities
4. Perform assigned tasks in a timely and professional manner and consistently meet assigned deadlines

**Support of Policies and Standards:** A First Year Experience Student Fellow is a representative of the College in his/her relationships and contacts both on and off campus. He/she is expected to uphold institutional and residential standards of behavior and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook
2. Communicate and model behavior and policy expectations of Rochester College to the campus community
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures
4. Support and do not openly disagree with college regulations. Be quick to listen and slow to speak with fellow students. Seek appropriate channel to discuss the issue at hand to address the disagreement

**Training and Development:** First Year Experience Fellows are expected to seek and participate in meaningful training and development opportunities.

1. Attend and participate in the Spring semester leadership retreat
2. Attend summer Via Showcase training sessions
3. Attend and participate in a 1 credit hour Fall leadership course
4. Attend two, two day intensive training sessions in the summer

**Student Life Leadership Fellows Program:** First Year Experience Fellows are members of the Center for Student Life's Leadership Fellows program. Leadership Fellows have the privilege of shaping the student experience at Rochester College through example, programming, leading, serving, researching, and reflection. Through the course of the academic year, Leadership Fellows will:

1. Be committed to the ongoing mentoring and leadership of students entrusted into your care
2. Spend 1 hour per week support the efforts of Rochester College's Admissions Office through the Fall and Spring semesters. Admissions responsibilities may include: making phone calls, writing notes, conducting campus tours, attending Warrior Fridays or attending off-campus admissions events
3. Participate in two outward facing public relations events organized and sponsored by Rochester College's Development Office. Examples may include: Partnership Dinner, President's Circle of Honor, Fletcher Center Golf Outing, Homecoming, etc.
4. Assist and engage in new student move-in day and Warrior Weekend

## **PRACTICUM ELIGIBILITY REQUIREMENTS:**

- Be in good academic and judicial standing with Rochester College
- Personal life supports the mission, values and goals of Rochester College
- Preferably, a Junior or Senior with previous student leadership experience
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Articulate the desire to support student success by helping new students to get off to a strong start academically, socially and personally
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

## **PERSONAL COMMITMENT:**

There may be no other journey quite like your Leadership experience and we hope you endeavor to make this one of the most adventurous and fulfilling of your lifetime. The Center for Student Life is here to support you, guide you, encourage you and help develop you into the leader you aspire to become. This journey is a uniquely personal one, as each leader has different personal goals and challenges. Individuals thrive in this experience by using it as an opportunity to stretch themselves, to embrace the challenges of leading and developing others, to recognize no journey can ever be perfectly planned or executed but that we must strive to do our very best. And it is the personal nature of the challenge of the Leadership program that makes it so rewarding to complete.

So take a deep breath and jump in with both feet - and know that we so look forward to working with you all on the adventures ahead!

**POSITION COMPENSATION:** Compensation for Fellows is determined by individual financial aid packages and institutional awards. The basic compensation structure for a First Year Experience Fellow is as follows:

- \$2,000 stipend to be paid bi-monthly over the course of the academic year
- \$500 scholarship
- \$2,295 housing discount

**This position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. Performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.**