

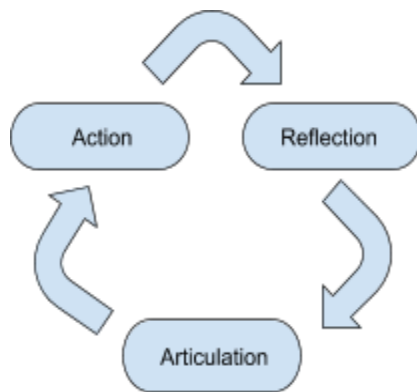


Impact Service Learning Fellow Practicum Description

PRACTICUM INFORMATION:

Practicum Supervisor: Mr. Chris Shields II, Assistant Dean of Spiritual Formation
Office Location: Associates Campus Center, Center for Student Life
Office Hours: Tuesday-Friday; 9:00am-5:00pm
Email Address: cshields@rc.edu
Office Phone: (248) 218-2114

POSITION DESCRIPTION:



The Student Leadership course, for Fellows, is a 300 hour practicum course designed to immerse students in a rhythm of shared learning. 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. Each week 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. (Additional requirements below).

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 Impact Service Learning Fellow is a student leader who can complete the practicum requirements by Structuring and providing service learning opportunities for Rochester College Students, and the broader Rochester College Community. The Impact Fellow leads the impact service team. This team facilitates a unique co-curricular partnership between Campus Ministry and School of Business: Social Entrepreneurship by planning and leading service learning initiatives for students, faculty, and staff.

REQUIRED PRACTICUM MATERIALS: TBA

PRACTICUM RESPONSIBILITIES:

Practice Sabbath: The Impact Service Learning Fellow must practice self care and balance in order to be an effective leader. Proper self-care is an essential spiritual quality that produces longevity in ministry and models healthy living, and spiritual responsibility.

1. Dedicate time weekly to attend to rest and personal care.
2. Participate in spiritual exercises as provided by the Campus Ministry team

Service Learning Facilitation: The Impact Service Learning Fellow is the lead service learner during service and volunteer experiences. As chair of the Impact service team, the Impact leader will work to maintain and grow relational connections with RC faculty, students, and with outside organizations where students serve.

1. Lead the Impact student service/volunteer team to ensure planning and execution of service/volunteer opportunities.
2. Develop and maintain positive relationships with all student leaders, faculty, staff, and community members through availability, accountability, and consistent communication.
3. Work collaboratively with the ADSF to ensure an intentional blend of service opportunities being made available to the RC community.
4. Serve as a liaison to the School of Business to coordinate service efforts with academic efforts within the social entrepreneurship class.
5. Help lead groups of Rochester College students on service/volunteer opportunities outside of the Rochester College Community
6. Guide peer reflection time during service events to deepen the learning experience related to program learning outcomes desired by the Center for Student life.

Administrative Tasks: The Impact Service Learning Fellow will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Impact Leaders direct supervisor.

1. Maintain communication with off campus liaisons through email, phone, etc.
2. Ensure thorough communication to student body about upcoming service/volunteer opportunities
3. Complete budgeting needs related to each service trip.
4. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
(24 hour email response time for external emails)
5. Perform other duties as assigned by the ADSF

Support of Policies and Standards: The Impact Service Learning Fellow is a representative of the College in his/her relationships and contacts both on and off campus. The Impact Leader is expected to uphold institutional standards 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 while representing Rochester College in the community.
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
4. Support and do not openly disagree with college regulations.
5. Be quick to listen and slow to speak with fellow students. Seek appropriate channels to meet student concerns.

Staff Training and Development: The Impact Service Learning Fellow is expected to participate in staff training, which is designed to develop the Impact Service Fellow to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Participate in the annual spring leadership retreat

Student Life Leadership Fellows Program: The Impact Service Learning Fellow is a member of the Center for Student Life 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 (Aug 22nd) and warrior weekend (beginning Aug 22nd).

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 by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.