

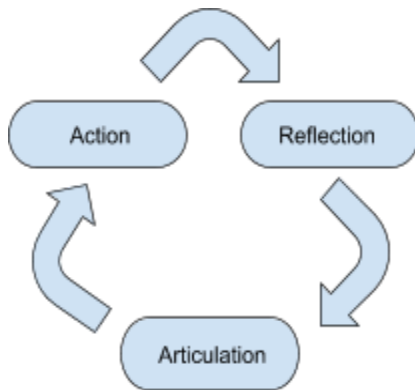


## Impact Service Team Member Practicum Description

### 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 Emerging Leaders, is a 150 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 Team Member completes the practicum requirements by empowering Rochester College students towards service and volunteerism. An Impact Service Team member provides support to 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 team member 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 team member is a key service learner during service and volunteer experiences. Team members assist the Impact leader in maintaining and growing relational connections with RC faculty, students, and with outside organizations where students serve.

1. Help plan and execution service/volunteer opportunities for the student body, faculty, and staff.
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 Impact service team to delegate service event responsibilities. among the team members.
4. Help lead groups of Rochester College students on service/volunteer opportunities outside of the Rochester College Community
5. 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 team member 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. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.  
(24 hour email response time for external emails)
4. Perform other duties as assigned by the ADSF

**Support of Policies and Standards:** An Impact team member is a representative of the College in his/her relationships and contacts both on and off campus. Impact team members are 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:** An Impact team member is expected to participate in staff training, which is designed to develop the team member 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 Emerging Leaders Program:** Emerging Leaders 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 Emerging Leaders will:

1. Be committed to the ongoing mentoring and leadership of students entrusted into your care
2. 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

**POSITION COMPENSATION:** Compensation for Emerging Leaders is determined by individual financial aid packages and institutional awards. The basic compensation structure for a Campus Ministry Assistant is as follows:

- \$500 scholarship

**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.**