

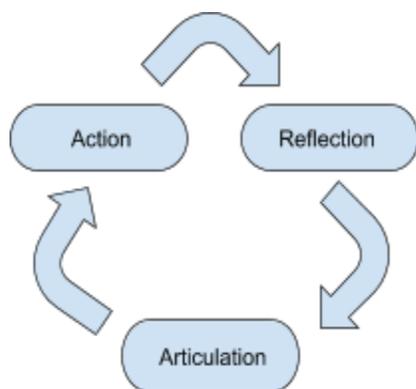


## Inter-Club Council Practicum Description

### 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 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 Inter-Club Council Fellow is a student leader who completes his/her practicum requirements by advocating for students involved in a Greek organization, to and as a member of, Rochester College's Student Programming Board. The Student Programming Board, collectively, serves to shape the student experience at Rochester College. The Inter-Club Council Fellow leads, plans and is attentive to institutional Greek Life programming that values and advances the mission of Rochester College.

### REQUIRED PRACTICUM MATERIALS: TBD

### PRACTICUM RESPONSIBILITIES:

**Student Advocacy:** The Inter-Club Council Fellow serves by representing the self-care needs of our Greek Life organizations to the Student Programming Board by advocating for Greek Life members through discovery, articulation and support of their classmates' spoken and unspoken needs, interests and concerns. The experience for students involved in Greek Life organizations will be dynamically enhanced through the service of the Inter-Club Council Fellow. The Inter-Club Council Fellow will:

1. Collaborate across Greek Life organizations to gather and share information related to the challenges, needs, interests and health of Rochester College's Greek organizations
2. Collaboration with the Student Programming Board in the planning and execution of at least two heritage events each semester, with a focus on engaging Greek Life members in broader institutional programming
3. Develop and maintain positive relationships with members of the student body, especially other leaders in Greek Life organizations, through presence, availability, accountability, creativity, credibility, and confidentiality
4. Encourage all students toward personal, social, spiritual, and academic development through healthful living
5. Provide a culture of collaboration and accountability among the Student Programming Board and other student organizations
6. Prepare to represent the institution and the student body internally, in meetings and conversations with Rochester College administrators, and externally with college stakeholders and community partners

**Administrative Tasks:** The Inter-Club Council Fellow will be responsible for the leadership of the Inter-Club Council and focused co-curricular programming for Greek Life organizations, from design through implementation and assessment. Such leadership will be carried out with guidance and assistance of the Student Programming Board, Center for Student Life, while honoring Rochester College's institutional identity and policies. The Inter-Club Council Fellow will/is:

1. Responsible for hosting and leading meetings of the Inter-Club Council
2. Ensure all financial requests and purchases for Greek organizations are processed properly
3. Maintain accurate records of events, programs, partnerships and activities
4. Provide timely follow up with all supporting cast to ensure progress is being made on all action items
5. Perform assigned tasks in a timely and professional manner and consistently meet assigned deadlines

**Support of Policies and Standards:** The Inter-Club Council 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, as well as serving as a positive example of attentiveness to self-care. The Inter-Club Council Fellow will:

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
5. Demonstrate a holistic attentiveness to his/her own care

**Training and Development:** The Inter-Club Council Fellow is expected to seek and participate in meaningful training and development opportunities.

1. Attend and participate in the Spring semester leadership retreat
2. Help train other Greek Life members in Rochester College practices, policies and procedures
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:** The Inter-Club Council Fellow is a member 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
- Be voted into the position of President by his/her Greek organization
- Personal life supports the mission, values and goals of Rochester College
- Demonstrates a personal commitment to self-care
- 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
- 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 the Inter-Club Council 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.**

