

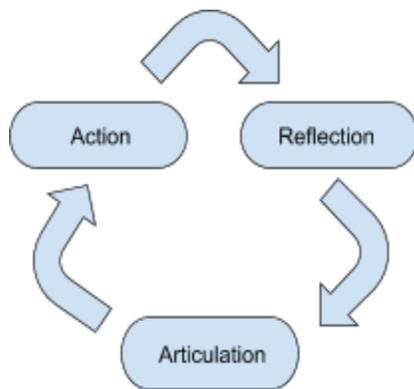


## Urban Plunge Leader Practicum Description

### 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.

Urban Plunge leaders complete the practicum requirements by planning and executing urban plunge. Urban Plunge leaders work with a faculty/staff liaison to preparing a group of Rochester College Students for an immersive service learning trip to an urban center.

### REQUIRED PRACTICUM MATERIALS: TBA

### PRACTICUM RESPONSIBILITIES:

**Urban Plunge Trip planning:** The Urban Plunge Leader is a cultivator and executor of a missional experience over spring break. Students work with a staff/faculty liaison to plan Urban Plunge in their chosen and approved city.

1. Work collaboratively with the ADSF and staff/faculty liaison to prayerfully prepare for Urban Plunge.
2. Coordinate transportation arrangements to and from the city
3. Coordinate living arrangements for Urban Plunge with missional living partners in the city of interest.
4. Coordinate meals, and student meal preparation schedule to invite students to make room for giving and receiving service from one another.
5. Advertise upcoming informational meetings, and missional preparation meetings for students going on the trip.
6. Accept Urban Plunge applications and work with ADSF and staff/faculty liaison to build your Urban Plunge team.

**Missional Leadership:** A Campus Ministry assistant will serve students by leading ministry opportunities in the campus community that empower spiritual growth and exploration.

1. Co-lead the urban Plunge trip
2. Guide students in a rhythm of action, reflection, and articulation on the Urban plunge trip to deepen awareness of God's activity.
3. Develop and maintain positive relationships with student and ministry leaders through availability, accountability, creativity, credibility, and confidentiality.
4. Create and invite students to a shared rhythm of life for the Urban Plunge trip
5. Conduct monthly Urban plunge preparation meetings with student team and faculty/staff liaison.  
(These should include: Spiritual practices, shared learning through books/videos/articles, team building exercises, and the creation of a shared rhythm of life leading up to and through Urban Plunge)

**Pastoral Presence:** The Urban Plunge Leader will be a student leader of peer pastoral care, and assist the ADSF in being pastorally present to the Rochester College Community.

1. Be a good listener.
2. Be available to pray with students as they express need.

**Administrative Tasks:** The Urban Plunge Leader 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 ADSF or staff/Faculty liaison of the trip.

1. Research ministry opportunities unique to your city of interest

2. Find books, article, reviews, and conversation partners in the city of interest that facilitate learning about history, culture, values, and the people of that city.
3. Schedule dates/times/locations for urban Plunge trip.
4. Coordinate all related budgetary needs for Urban Plunge.
5. Consistent communication with students going on the Urban Plunge Trip.
6. Keep records of medical release forms, participation waivers, etc needed for the trip.
7. Communicate with local ministry partners to ensure smooth planning and execution.
8. Maintain calendar of events and deadlines for all Urban Plunge related activities.
9. Perform assigned tasks in a timely and professional manner and meet assigned deadlines. consistently. (24 hour email response time for external emails)
10. Perform other duties as assigned by the ADSF and/or Staff/Faculty sponsor.

**Staff Training and Development:** The Urban Plunge leader is expected to participate in staff training, which is designed to develop the Urban Plunge Leader to have the necessary skills to perform their job and meet expectations.

1. Attend all scheduled meetings with Urban Plunge team to prepare for the trip.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Participate in the annual spring leadership retreat

**Support of Policies and Standards:** The Urban Plunge Leader is a representative of the College in his/her relationships and contacts both on and off campus. The Urban Plunge 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 Campus Ministry Leader is expected to participate in staff training, which is designed to develop the Campus Ministry Leader 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.**