

GENERATING OPPORTUNITIES FOR LEADERSHIP DEVELOPMENT

Office of Residence Life, University of Mary Washington

First Year Experience · Second Year Experience · Third Year Experience

2009-2010 Program Outline

Program Mission:

Generating Opportunities for Leadership Development (GOLD) is one of the 2 living-learning programs under the Theme Housing Community (THC) in the Office of Residence Life. GOLD is designed as a learning community to help new University of Mary Washington students with critical and creative thinking skills associated with college academic work, social adaptation, community service, followership and making connections with faculty, staff and advanced undergraduate students. Areas explored in the GOLD program include a basic foundation of higher education; understanding of self; holistic development (personal wellness); life planning; meta learning and meta cognition (learning about learning and thinking); personal responsibility; community building; and followership/leadership.

GOLD encompasses three communities: First Year Experience (FYE), Second Year Experience (SYE), and Third Year Experience (TYE). All community members are required to reside on campus within their designated living community except for TYE and any member who is approved by the Coordinator. Each community will develop relationships and create its own unique environment. However, there are essential skill sets and experiences that are common to every individual who embarks upon a course of being a leader. These experiences will hopefully be provided by the GOLD program. The program will also bring all three communities together to share and learn the highs and lows of being a leader and how to persevere against all odds.

The GOLD program will be different for each student. Every student must assess himself/herself and conquer the fears that hinder forward progress. University of Mary Washington can only provide the tools; the student must put those tools into action.

Instructor/Coordinator:

Christopher L. Medley
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Marye House, Rm# 3
540-654-1058

Office Hours:

By Appointment

Community Experiences:

Lecture

Monday
7:30 p.m. – 9:00 p.m.
Room: TBD

Community Experiences below are individual/group specific:

Campus Cultural Event

Community Lecture

Community Service

Mentor/Mentee Sessions

Small Group Sessions

***Students with academic requirements (i.e. class or lab during the lecture component for the community experience) must meet with Coordinator to set-up an alternate assignment that is qualitatively comparable to the lecture.**

Community Experiences:

GOLD is designed as a learning community to help new University of Mary Washington students with their critical and creative thinking skills associated with college academic work, social adaptation to a new environment, community service, followership and making connections with faculty, staff and advanced undergraduate students. Topics include will develop an understanding of higher education; an understanding of self; holistic development (wellness); life-planning; meta-learning & meta-cognition (learning about learning and thinking); personal responsibility; community building and

followership/leadership. Community experiences are divided into 5 parts: community lecture, small group, mentor/mentee relationship, community service and cultural event.

Campus cultural events are frequently provided during the academic semester. GOLD will require attendance at 2 campus cultural events per semester. Campus cultural events can include but are not limited to cultural month activities, cultural holidays, plays, dance recitals, lectures, etc. These activities are often requested by academic faculty and can also be used to fulfill your GOLD requirement.

Community Lectures are held once a week; all community members within the GOLD program are expected to attend and participate. Lectures will be instructed by the Coordinator, University faculty/administrators and/or community members.

Community service is required of all community members. FYE community members are required to complete 15 hours per academic semester; SYE community members are required to complete 10 hours per academic semester and TYE community members are required to complete 5 hours per academic semester. Community service will be completed through Community Outreach and Resources (COAR). Their website can be found at the following address: <http://www.umw.edu/cas/coar/staff/default.php> .

3 options to complete community service hours under C.O.A.R.

- Option A: Community Members can sign-up for a council that is already structured. You can do your required hours and continue to serve (we hope that you do) if you so desire after hours are completed
- Option B: Community Members can sign-up for a council that is already structured. You can do your required hours and stop. You may continue to serve with another community service agent before, during and after your required hours.
- Option C: If you have a service project that you are passionate about feel free to express your desire to start a new council under C.O.A.R. It takes 2 people to start a council under C.O.A.R.
 - **Forming a Council under C.O.A.R.**
To form a council is very easy. Please follow the steps below:
 - Express your desire to create and council to C.O.A.R. and proceed with the appropriate paperwork.
 - No membership quantity required to pursue the formation of a council. Numbers needed to operate a council for a specific site is done through the verification/sanctioning process.
 - C.O.A.R. will contact your site to speak with an administrator about site location, whether projects/duties are ongoing or time specific, how many volunteers are they expecting/would like. Your site has to be verified and sanction.

Mentor/mentee meetings are held at least once a month. Each SYE community member will have a maximum of 2 FYE community members as mentees. Beyond the required once a month interaction, the mentor and/or mentee may create other bonding, learning and meaningful experiences for the relationship. SYE community members must go through the initial Mentor Training Workshop during orientation and any other required training throughout the year. This is definitely one of the most important components of GOLD. A quality relationship can save and create a successful future.

Small group sessions are held once a month. Small group discussions are facilitated by a faculty/administrator and/or SYE community member. Facilitators will choose the locations for their meetings and find a common time that members of the community can meet. Small group sessions may be held on the weekend to accommodate all community members. Only FYE and SYE community members attend small group sessions. Facilitators are provided agendas for the sessions to be used at their discretion

Please note that community experiences should not be demanding of a community member's time. Assignments in any of the 5 parts may often already be a part of your academic requirements. Any reflection papers or activities that are similar to a requirement in an academic course may also be submitted for your GOLD requirements. It **ALWAYS pays to ask!*

Community Team Players:

Coordinator for Theme Housing Community (GOLD and CONCEPTual Living Programs) is a member of the professional staff in the Office of Residence Life. The Coordinator directs the program and provides the overall structure. All requests for absences and dispensations for any assignment must be submitted in writing to the Coordinator.

Custis Hall Staff operates and assist with coordination of activities within the residence hall. The Custis Hall Building Supervisor also serves as an assistant to the GOLD program.

FYE community members must complete an application and essay to be considered for membership. FYE is the heart of the GOLD program. The FYE community consists of a mixture of students with and without past leadership experience. The goal is to understand the dynamics of leadership and to practice the art with the university community and at-large. Being a servant leader is truly the most rewarding and FYE community members will participate in their choice of community service or create a council under the guidance of COAR.

Small Group Facilitators are faculty or administrators who wish to interact with first year students. Small group facilitators will often use their resources to provide community members additional opportunities outside the program. Facilitators have given of their time freely and generously to their program. Any request for absences from small group sessions must be sent to Coordinator and Facilitator. Facilitator will approve or deny it.

SYE community members attained admittance through a selection process, operated by the previous SYE cohort. To be eligible for SYE, an applicant must have been in FYE or held a leadership position at UMW during their first year at the institution. SYE members' primary objective is to mentor the FYE cohort and to embark on charting their course via a plan of study, internship/externship and study abroad. In addition, being an example to FYE, SYE community members continue their participation in community service endeavors.

TYE community members are a select group of students who have expressed a sincere desire to assist with the coordination of the GOLD program. TYE community members are selected at the discretion of the Coordinator. A TYE community member will always be present at the weekly lectures to assist the Lecturer. TYE community members are responsible for the implementation of the GOLD orientation. All TYE community members have fulfilled their obligations within the SYE community.

Non-Academic Credit:

GOLD is a non-academic program. Community members will receive a completion certificate and a recommendation letter upon completion of the program. Community members will also receive individualized recommendation letters upon request. Community members must remain a part of the community fall and spring semesters (with exception to community members who may fill a vacancy mid-year).

Honor Code:

This program, and all aspects of your experience, is subject to the rules and regulations of the University of Mary Washington Honor Code, which is described in the Student Handbook. All assignments submitted shall be considered your own work and/or work that you have contributed to with all other parties clearly identified.

Religious Holidays:

A student may request to be excused from a community experience activity to observe a religious holiday. All requests should be submitted by email to the Coordinator by September 6, 2008.

Accommodations:

Any accommodation request as it relates to learning style and/or access to particular events/project should be made in writing and sent via e-mail to the Coordinator by September 6, 2008.

Program Goals:

1. To assist students with their transition and integration to the University of Mary Washington
2. To participate and meaningful discussions on leadership/followership and how it relates to a diverse community
3. To practice and appreciate the ideals of a servant leader through continuous community service
4. To help students establish academic and social networks of peer support
5. To explore the purpose of higher education
6. To facilitate students' exploration of their personal, academic, and career goals

7. To enhance intellectual interaction among students and between student and faculty
8. To increase students' awareness and knowledge of resources at University of Mary Washington
9. To develop the ability to make informed decisions about majors and careers.
10. To fully understand, practice and appreciate the follower-leader-follower loop that is paramount to a successful community
11. To produce a quality portfolio that may be used to illustrate community member's experience in the GOLD program and their respective community.

Program Requirements/Student Responsibilities:

Academic Services/Tutoring

All students in the GOLD program will interact with Academic Services. Office of Academic Services is located in George Washington (GW) Hall, Rm# 203. The office provides tutoring, study skills workshops and online tutorials. You may contact Academic Services at 540-654-1010

Attendance

Students are expected to attend **ALL** community experiences (those currently provided and any that may be decided throughout the year). Any **UNEXCUSED** absence from any community experience requires a 1-1 meeting with the instructor. All requests to be excused from a community experience must be given to the Coordinator 14 calendar days in advance. A third unexcused absence will cause for a meeting to discuss the community member's membership in GOLD and possible removal from the program.

It is each community member's responsibility to ensure they are marked present for all community experience activities.

***Students with academic requirements (i.e. class or lab during the lecture component for the community experience) must meet with Coordinator to set-up an alternate assignment that is qualitatively comparable to the lecture.**

Group Projects

Group project(s) will be an opportunity for community members to enhance leadership/followership skills. The purpose of the group project is to enhance students' ability to work with others and to enhance public speaking skills. Group members will work together on research/interviews, written documentation/assignments and presentation. Each member of the group is responsible for holding fellow community members ACCOUNTABLE. Topics and guidelines will be provided in more detail during sessions. Time will be given during the lecture sessions for groups to meet.

Hall Council Fees

Hall Council is the voice of the community. Upon check-in to the residence hall, FYE community members will have the opportunity to pay their Custis Hall Council membership dues of \$15.00. Please write Custis Hall Council Dues in memo line. The Hall Councils are the representing body for their respective residents. The residents will elect officers for their hall council during the opening of the academic year. There will also be appointments made for committee chairs and committees. All members of the FYE Community must have a role in the Custis Hall Council. Leadership starts at HOME! A Hall Council is present in every residence hall.

- **SYE** community members are encouraged to participate and run for a position in their Willard Hall Council. SYE community members may pay their Willard Hall Council dues upon their check-in or returning student move-in day. SYE will assist Custis Hall Council with various programs throughout the academic year. SYE community members must be a part of their SYE Community Council. There are no dues associated with the community council. Each community member may affiliate through an elected position, committee chair or as a committee member.
- **TYE** is not required to be a part of a Hall Council due to no residential requirement. TYE will assist Custis Hall Staff and Custis Hall Council with various programs throughout the academic year. In addition, provide assistance to the SYE Community Council.

Hall Council has hall funds and the ability to request funds from a general Association of Residence Hall fund. It is very beneficial to the community to be a part of hall council in order to fund programs/projects that are annual, generated and brainstormed. Also some Hall Council programs/projects will count as extracurricular activities and community service hours.

Late Assignments

Late assignments may denote an absence for that particular community experience. You can not fully participate, learn and teach others if you are not prepared. This is expected of independent and group projects. If a member of a group is not participating fully, it is expected that other group members will approach that individual about their level of participation. If that is not effective, you should contact the Coordinator immediately.

Program Participation

Students are expected to read/research weekly assignments and be prepared for program sessions. Students are expected to fully participate and come prepared for all other community experiences as instructed. The quality of your participation will be determined by how well you share ideas, ask questions, listen to peers and contribute to learning. \

Reflective Essays

Reflection essays will be the core of assignment requirements and compilation of the portfolio that is due at the end of the academic year. Reflection essays may be one paragraph or one page (no essay is typically longer than a page unless desired by community member.) The length of essays and other components are given out as the essays are assigned. The purpose of these assignments is to encourage you to reflect on the **QUALITY** of your experience, personal skills, interest, and values. This reflective process should aid in your self assessment process.

Resume

Students will create a resume for application to a potential job or internship (one he/she is qualified for). While the student will not have to apply for the position, creation of the resume will be a valuable tool learned for the future. Resumes will be developed over the course of the year. Creating resumes will start with a presentation from Career Services during fall semester. Each community member must have a 1-1 consultation with the Coordinator or his/her designee at some point during the duration of the academic year.

Speaking Center

All students enrolled in the GOLD program are encouraged to visit the Speaking Center for any presentation for which they may have to give. The Speaking Center can assist with refining the content of your speech, improve your speech delivery, and learn how to control speech anxiety, practice your PowerPoint presentation and conduct a self-critique of your videotaped speech. The Speaking Center is located in Combs, Rm# 107. You may contact the Speaking Center at 540-654-1347.

Written Assignments

Students will practice their writing skills and are required to type all assignments unless otherwise directed. All assignments must be of scholarly quality. Use MLA or APA for writing format. (See information below about the Writing Center if you need writing assistance). All documents should utilize Times Roman font, 12 pt. Most experiences/activities will require a reflection which should be placed in your portfolio.

Writing Center

All students enrolled in the GOLD program are encouraged to work in the Writing Center on any academic and co-curricular program-related materials. The Writing Center is located in Trinkle Hall, Rm# 107-A. The office provides free tutorial and consultation assistance through tutoring hours or by appointment. You may contact the Writing Center at 540-654-1337.

GOLD Program Residential Requirement:

First Year Experience (FYE) Community

- All members in the designated residence hall location will be a part of the program with only the following exceptions:
 - Head Resident
 - Resident Assistant
 - Resident Assistant Roommate
 - Placed by Residence Life
- Live in the designated residence hall for the program
- Live in on-campus housing and be on the FYE waiting list
 - Must be willing to move if space in FYE Community becomes available
 - Only two community members per gender will be allowed on the wait list per semester.

Second Year Experience (SYE) Community

- All members in the designated residence hall location will be a part of the program with only the following exceptions:
 - Head Resident
 - Resident Assistant
 - Resident Assistant Roommate
 - Placed by Residence Life
- Live in the designated residence hall for the program
- Live in on-campus housing and be on the SYE waiting list (2 spaces per gender)
 - Be willing to move if space in community becomes available
- Holds a leadership position that requires for resident to reside in a different residence hall (i.e. Resident Assistant)
 - This exception is not extended for membership/leadership position in another Theme Housing Community

Third Year Experience (TYE) Community

- Community is non-residential

**A community member may be removed from the program if the following occurs: (a) if community member requests or is required to be removed from their respective residence hall; (b) if community member does not complete community requirements. Any community member may write a request to the Coordinator to remain a part of the community without community residence. Reviews and decisions will be made case by case.*

Community Member Representation/Responsibilities:

Custis Hall Council

The Custis Hall Council will utilize the Hall Council Constitution from the Association of Residence Halls (ARH) at University of Mary Washington. There will be a supplement to that constitution that is implemented by the Coordinator to ensure that all needs are being met for a living community. The supplement will be provided at the beginning of the year with the receipt of the Hall Council Constitution.

Additional Elected Positions to Custis Hall Council shall be the following:

Membership Coordinator

Communications Coordinator

The following programs/projects will be planned and implemented by the Custis Hall Council:

1st Semester:

- 1 community fundraiser project
- 1 community service project (spearheaded by SYE)
- Create t-shirt design
- Participate in Admissions' recruitment activities per request
- Participate in COAR's Trick or Treat
- Participate in COAR's Gift Box Drive/Head Start

2nd Semester:

- Create and implement Leadership Week to supplement the OSACS Leadership Conference Weekend
- Register for the OSACS Leadership Conference Weekend (no fee)
- Purchase hall t-shirts by February 1st
- Create and implement project for Earth Day or Green Week. May work with Ecology Club and/or Facilities Services
- Create and implement End-of-the-Year Soiree (FYE and SYE)
- Participate in Admissions' recruitment activities per request
- Participate in COAR's Make a Difference Day
- Participate in COAR's In the Streets

SYE Community Council

SYE Community Council is not a Hall Council. The Community Council is an internal body for the GOLD program that allows SYE to have more independency and control of some of their activities and how they are structured. Each SYE community member must chair or be on a committee under a Coordinator position (exception – Chair and Secretary). The Community Council will meet twice a month as a collective body.

The Elected Positions to the SYE Community Council are as follows:

Chair

Secretary

Educational Activities Coordinator

Social Activities Coordinator

Membership Coordinator

Communications Coordinator

The following programs/projects will be planned and implemented by the SYE Community Council:

1st semester:

- Participate in community fundraiser project (spearheaded by FYE)
- Create and implement 1 community service project (FYE will assist with implementation)
- Create t-shirt design for SYE
- Hold a community Open House for SYE recruitment process
- Participate in Admissions' recruitment activities per request
- Participate in COAR's Trick or Treat
- Participate in COAR's Gift Box Drive/Head Start

2nd Semester:

- Welcome Back social for SYE
- Register for OSACS Leadership Weekend (no fee)
- Conduct a presentation for the OSACS Leadership Weekend (as an individual or within a group)
- Attend Leadership Week Activities (spearheaded by FYE)
- Purchase community t-shirts by February 1st
- Participation with Earth Day or Green Week (assist with implementation only)
- Create and implement End-of-the-Year Soiree (FYE and SYE)
- Participate in Admissions' recruitment activities per request
- Participate in COAR's Make a Difference Day
- Participate in COAR's In the Streets

Orientation:

All communities within the GOLD program are expected to attend the GOLD Orientation. Any request for an exception must be submitted in writing to the Coordinator by July 30th. Communities will report to campus and check-in at their buildings during the designated time frames:

Orientation will start for each community once they have arrived to campus. Orientation will cease the evening before University Orientation at 10:00 p.m. FYE Community Members are required to participate fully in the University of Mary Washington Freshman Orientation Program. Informal orientation may continue for SYE & TYE community members.

Orientation Schedule will be provided at a later date with more specific details