

# **The Residence**

## **Service Project Application**

### **2017-2018**

Thank you for your interest in living in The Residence. The Residence is a living and learning environment in which residents come together as a community of scholars, living within a social framework that provides for both personal and social awareness. The living environment is conducive to academic success and to the completion of the service projects. It is considered to be a privilege and honor to be a resident in The Residence. This program is intended for students to go beyond traditional volunteer roles, foster critical thinking of their community involvement, how it relates to their college experience, and how they will implement community engagement in the years to follow. The primary goal of the service projects is to work as a group to identify and meet a need in the community.

Before submitting your proposal, it is strongly encouraged that you meet with the Area Coordinator for Grossmann, Lohe and The Residence, Whitney Baker, or the Director of Community Engagement and Service Learning Coordinator, Kristin Teig Torres. They will help you identify a community need that interests you, and ultimately develop a strong proposal.

The service projects must be developed with the intention that all members of the group participate in the planning and implementation of programs and events. Also, each member must be committed to serving a community partner. The project should begin at the start of Fall Term and continue for the entire academic year.

### **The Residence Service Project Expectations**

#### **Hour Logs**

Each group member will be expected to spend **6-10 hours each month serving with a community partner**. The proposal should **outline, in-detail how each suite member will meet the volunteer hour expectations**. Each suite member should reflect on their academic, athletic and other extra-curricular involvement and how they plan to fit in the volunteer hours into their schedule.

The Suite Representative will keep track of the suite's hours in an hour log generated through google docs. The Area Coordinator will hold each suite accountable for their hours. If hours are not met by the suite or quality service is not being provided to the community partner, the Area Coordinator will meet with the suite to discuss possible consequences and a plan of action.

#### **Reflection Questions**

Reflection is a crucial part of service learning. Therefore, there will be monthly reflection questions each suite member is expected to answer. The purpose of this reflection is to give residents the opportunity to discuss their projects with one another, to think about how their service experience connects to the vocation and/or coursework, and to reflect on the complexity of the issue their project addresses. The suite representative will compile all of the suite's reflection answers and email them to the Area Coordinator.

#### **Advisors**

Upon selection, each suite will need to select an advisor for the service project. Advisors should be a faculty or staff member that has a background in your topic. The advisor to your group should assist you in thinking about the implementation of and demonstration of progress toward your interest area throughout the year. An advisor will point your group in the direction of success, share their knowledge with the group, and give helpful tips about presenting

information. Your advisor should have a thorough understanding of your educational interest area and regular contact with members of the group. In addition, they will need to sign an Advisor Agreement Form. The advisor's role with the group should be outlined in your proposal.

### **Community Partner Supervisor**

Upon selection, each group needs to have a community partner supervisor. This person is someone at the organization you are serving with that supervises your progress and will sign off on your volunteer hours. The agency supervisor will be in close contact with the suite representative to pass along important information from the organization.

### **Suite Representative**

Each group must also designate one member to be the suite representative. Their role is to be the suite member who receives information directly by email or phone, and to provide information to the rest of the suite members. The suite representative will meet with the Area Coordinator every month. The suite representative will keep track of the suite's hours in an hour log generated through google docs. Also, the suite representative will compile all of the suite's reflection answers and email them to the Area Coordinator.

### **Application Process**

- Create a written Proposal
  - Please view the Proposal Guidelines
  - The Residence Proposals are due by **4:00pm on Friday, February 17, 2017.**
- Create a Presentation to present your Proposal in front of the Selection Committee
  - Please view the Presentation Guidelines
  - Each group will need to sign up for a 30 minute time slot. Sign-up sheets will be available in the Student Life Office the week of February 13.
  - Interviews will take place **Monday, February 20 – Wednesday, February 22.**

### **Selection Process**

A committee made up of staff members of the Residence Life and Student Life team will evaluate proposals. Selection for inclusion in The Residence will be made using the written proposals and the presentations of each new proposal. A combination of the proposal, presentation, and previous work ethic of prior Service Project will be used to evaluate renewals.

**The committee will look for a well thought out and complete description of the Interest Group. The outcomes to be gained by its members will be important. The greater the detail in the group's written proposal, the better the chances for inclusion in The Residence housing suites.**

Decisions about which groups have been selected for theme housing will be made by **Friday, February 24, 2017, by email**. Groups not selected for inclusion in The Residence will still have an opportunity to go through the regular housing lottery process. Groups that ARE selected will participate in a SEPARATE housing process.

If you have any questions or concerns, please feel free to contact the Area Coordinator for The Residence.

**Whitney Baker**  
**Area Coordinator for Grossmann, Lohe and The Residence**  
**Grossmann 104**  
**Whitney.Baker@wartburg.edu**

# The Residence Proposal Guidelines

**2017-2018**

The committee will select exemplary proposals that demonstrate sustained motivation, enthusiasm, respect, and commitment.

## **Proposals should include:**

1. A cover letter with the following information:
  - THE RESIDENCE PROPOSAL 2015-2016
  - The title of your Service Project Proposal
  - The names of your group members
  - The suite representative
  - List if you are a “Renewing Applicant” (previously lived in The Residence) or “New Applicant” (never lived in The Residence)
2. Responses to the proposal questions listed below
  - What need have you identified in the community, and how did you discover that need?
  - What organization will you be working with? Please give some background information such as history of the organization, what do they do, who do they help, etc.
  - Why did you pick to work with this organization?
  - What specific role will each member of your group play in the project and how will each member benefit from involvement in the project?
  - How will each member serve for six to ten hours each month?
  - How will this interest grouping enhance the academic and service experience of the members?
  - How is this interest grouping tied to the Wartburg Mission Statement?
  - What goals do you have for your project and what is your plan to meet them?
  - Does your group have a rough schedule of volunteer times?
  - How might others tangibly know that your group’s goals are being met?
  - What role will an advisor fill for your group? How can you engage your advisor other than emailing?
3. **Additionally, for “Renewing Applicants”:**
  - How has your suite benefited The Residence Community?
  - What have you learned this year from you project?
  - What went well and what were some challenges?
  - How are you going to build upon that experience, if continuing with the same theme?

**Proposals are due 4:00 pm Friday, Feb 17 by email to Whitney.Baker@wartburg.edu**

## **The Residence Presentation Guidelines**

**2017-2018**

Please prepare a 10 minute presentation to explain your project to the selection committee. An additional 5 - 10 minutes of questions and discussion will follow. This presentation allows the selection committee to fully understand your project and dictate whether or not your proposal would be a good asset to the Löhe Hall community. The committee can ask questions that may not be answered in your paper proposal. This presentation could be done with, but not limited to, the help of Power Point or Prezi. All group members need to be present.

**Presentations should include:**

1. Responses to the presentation questions listed below
  - What organization will you be working with? Please give some background information such as history of the organization, what do they do, who do they help, etc.
  - Why did you pick to work with this organization?
  - How will this project enhance each member's Wartburg experience?
  - How will each member serve for six to ten hours each month?
  - How will this interest grouping enhance the academic and service experience of the members?
  - How is this interest grouping tied to the Wartburg Mission Statement?
  - What goals do you have for your project and what is your plan to meet them?
  - Does your group have a rough schedule of volunteer times?
  - How might others tangibly know that your group's goals are being met?
  - What role will an advisor fill for your group? How will you engage your advisor other than emailing?
2. **Additionally, for "Renewing Applicants":**
  - How has your suite benefited The Residence Community?
  - What have you learned this year from you project?
  - What went well and what were some challenges?
  - How are you going to build upon that experience, if continuing with the same theme?

Each group will need to sign-up for a time slot to present. All members must be present for the presentation.

Sign-up sheets will be available in the Student Life Office the week of February 13

**Presentations - Monday, February 20– Wednesday, February 23.**

**Whitney Baker**

**Area Coordinator for Grossmann, Lohe and The Residence**

**Grossmann 104**

**Whitney.Baker@wartburg.edu**