

# Wartburg West Student Handbook

This handbook supplements the Wartburg College Student Handbook on services, resources, and policies. As the Urban Studies Program at Wartburg West is an extension of Wartburg College, please be aware that the policies and expectations regarding student life are generally the same in Denver as on campus. Certain aspects germane to Denver, however, are highlighted here.

**Purpose:** The Urban Semester Program at Wartburg West is a highly successful extension program of Wartburg College, hosting hundreds of students who have successfully navigated the city of Denver to gain additional confidence in preparing for a successful professional career and meaningful personal life.

The Wartburg West program in Denver, Colorado is designed to "nurture and challenge students for lives of leadership and service in the city". Through experiential learning in the urban setting, students clarify their personal values and vocational goals, and develop skills for their future lives and careers. Opportunities to work and/or study in Denver through Wartburg West are available in the Fall and Winter Terms, as well as May Term and Summer. Further information about the program and application procedure is available on the web site, [www.wartburg.edu/west](http://www.wartburg.edu/west)

Students may choose an internship, student teaching, or field work placement that corresponds to their major area of study and career plans, and receive appropriate credit in their major.

The second purpose of the program is to provide students with an opportunity to experience and reflect upon urban life. Many students who graduate from Wartburg will find themselves living and working in an urban setting. Wartburg West helps prepare students for that experience, and seeks to enable students to be active, contributing participants in the life of the community in which they will live and work no matter where that will be. Required course work assists in achieving this goal, as well as meeting academic requirements for graduation. Many different experiences of the environment and culture of the city, as well as relevant readings class discussions and other assignments to meet expected objectives of student learning outcomes of Wartburg College, contribute to this process.

## **Places:**

**Wartburg West Apartments** at Cathedral Square North 777 14<sup>th</sup> Ave., Denver CO 80203 (This is the mailing address)

**Classes** are held at St. John's Episcopal Cathedral, 14<sup>th</sup> Ave. and Washington St., just across 14<sup>th</sup> Ave. from the apartment building.

**Parking--** There are a limited number of parking spaces available on the north side of the apartment building. There is also parking available in the Saint John's Cathedral lot on Washington St upon obtaining an overnight parking permit which limits parking from 5:30pm to 8am Monday to Saturday. Cars must be moved Sunday's at 7am. Cars may be parked there on Wednesdays after 9pm.

**Medical: KEEP WHAT IS WRITTEN HERE. THERE IS A NEW URGENT CARE OPENING NEAR APT BUT NOT COMPLETED YET.**

**Urgent Care—**

**For non-emergency illnesses and injuries—** Denver Urgent Care,  
Hours: M – F 8am to 8pm; Saturday and Sunday 10am to 8pm

Check out their website at

**Or**

Denver Health Adult Urgent Care Clinic, 777 Bannock St.

**Emergency Care**-- For severe acute illness or injury, go to Denver Health Medical Emergency Dept. or call 911

**Groceries:** Natural Grocers across the street, King Soopers at 9<sup>th</sup> Ave. and Corona St; Whole Foods at 11<sup>th</sup> Ave and Ogden St.; Safeway at 20<sup>th</sup> Ave. and Clarkson; Sprouts at Colfax and Monroe, Super Target at Colorado Blvd. and Alameda Ave.

**Banking:** Numerous banks on E. Colfax or Downtown within walking distance.

**Car repair** – Recommended:

Urban Autocare , 17<sup>th</sup> Ave. and High St., 303-355-5099

**Fitness:** Wartburg students have free membership to the Morey Neighborhood Center at Morey Middle School; <http://mnc.dpsk12.org/> for details. There are more than two dozen City of Denver Recreation Centers with very affordable usage fees; see [www.denvergov.org/recreation](http://www.denvergov.org/recreation) for details. The downtown YMCA is located at 16th Ave. and Lincoln St. There are also private fitness clubs in the area including Cross Fit at Colfax and Emerson where students have obtained discount pricing.

**Public Transportation:** Check web site [www.rtd-denver.com](http://www.rtd-denver.com) for current fares and passes

**Library:** Denver Central Library, 10 W. Fourteenth Ave. Pkwy, 303-640-6262.

**Post Office:** Capitol Hill Station, 1541 Marion St.

For **information on any City of Denver offices**, services, or procedures, call the city information line at 311

**Move this to the first paragraph. Purpose:** The Wartburg West program in Denver, Colorado is designed to "nurture and challenge students for lives of leadership and service in the city". Through experiential learning in the urban setting, students clarify their personal values and vocational goals, and develop skills for their future lives and careers. Opportunities to work and/or study in Denver through Wartburg West are available in the Fall and Winter Terms, as well as May Term and Summer. Further information about the program and application procedure is available on the web site, [www.wartburg.edu/west](http://www.wartburg.edu/west)

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culture of the city, as well as relevant readings class discussions and other assignments to meet expected objectives of student learning outcomes of Wartburg College, contribute to this process.

### **Community experience**

Wartburg West students live in an apartment building rented by the college, providing students the opportunity to form a community in which they can support one another in the achievement of their goals. It also provides students a realistic experience in independent living, in which they cook, shop, clean, pay bills, and hone their time management skills as they balance work, studies, household responsibilities, and the many opportunities for recreation and entertainment offered in and around Denver.

Whatever is true of community living on campus is intensified in Denver. A community environment is first and foremost the interaction of individuals, and so at the root of developing community is the individual student's interaction with others, which includes other tenants with whom Wartburg West students share the building. This community living experience complements the learning from the larger environment and provides for holistic development of the student.

Wartburg recognizes that its students are adults and must assume responsibility for their behavior. Mutual respect and consideration, coupled with an awareness and sensitivity to the needs of others, shape the standards for group living. Behavior that infringes on the rights of others or violates the standards of the college will be handled in an educational and developmental manner. Enjoyment of life in the WW apartment building will depend, to a large extent, on the consideration that you and other residents demonstrate for each other. To enhance this process, a Student Community Builder is identified within the student body in Denver assist in facilitation. There is also an Apartment Attendant living in the building who can assist you with minor apt repairs. REAL Property Management is off-site and contracted by Wartburg to attend to major maintenance issues. Call 303-873-7368

### **Safety**

Students must take responsibility for their own safety and well being. Safety is an issue of concern to all urban residents, but **need not be a preoccupation or obsession**. Add bold and underline. Crime prevention is essentially being aware of your environment and avoiding those situations that could make you vulnerable to crime or other threats to your health and safety. We strongly encourage students to use common sense and take steps to ensure the safety and security of themselves, their belongings, and of others. Don't let fear or intimidation rule you. Be consistent, wise and alert. Be aware of your surroundings. **Any incidents involving a possible crime or injury to anyone in the building must be reported to campus security, 319-352-8533**

### **Suggestions for personal safety:**

1. Lock your door and carry your keys at all times.
2. Do not open your door to strangers or let strangers into the building.
3. Do not prop building doors open
4. Do not give your name, address, or phone number to strangers or casual acquaintances.
5. When going out, let your roommate or another student in the building know where you are going and when you expect to return. Use the buddy system.
6. Avoid walking alone at night if possible, and in any case walk in well-lighted areas. Don't take shortcuts through dark or deserted areas.

7. Do not keep large sums of money or items of high monetary value in your room or on your person. Avoid advertising your valuables - keep them out of sight in your room.
8. Keep a record of the serial numbers of your valuable personal possessions.
9. Don't carry large amounts of cash.
10. Never lend your keys to anyone.
11. Report theft, harassing phone calls, etc to 911. Call 311 if you have non-emergency questions
12. Know your neighbors. Greet your local police officers.
13. Do remember you share a common purpose with others, and rely on their help to insure one another's safety.

In addition to these general recommendations, Campus Security at Wartburg College has offered these recommendations regarding personal safety:

#### Reporting Sexual Harassment, Sexual Assault and Other Similar Situations

IF you are in Denver, Colorado outside of the Kimberly Apartments, and are confronted with situations regarding sexual harassment, sexual assault, or any criminal situation, call:

**(720) 913-1339** This number will connect you to the Denver Police Department for non-emergency situations.

**911** This is the number to connect you to the Denver Police Department for situations of an emergency nature requiring the immediate response by police or other Public Safety entities (Fire, Rescue, Medical).

If you are in your apartment and are confronted with sexual harassment, sexual assault, or any criminal situation, in addition to calling the police, contact Bonita Bock. You may also contact Wartburg College Campus Security at (319) 352-8372 or the Title IX Coordinator, Karen Thalacker at (319) 352-8225 or email [karen.thalacker@wartburg.edu](mailto:karen.thalacker@wartburg.edu).

Refer to the Wartburg College Annual Campus Security and Fire Safety Report (on-line at: <http://info.wartburg.edu/Portals/0/Security/securityreport.pdf> ) or the Student Handbook for other people and offices you may call on for assistance.

In situations either inside or outside of the apartments, and you know the person harassing or attacking you is a Wartburg student or employee of the college, notify Bonita Bock and Karen Thalacker, or John Myers (319-464-2423, 319-352-8372).

In any urban environment, travel in groups of at least two, preferably more. Keep your cell phone charged and easily accessible. Do not carry large sums of money or carry anything of value that can be easily taken or used as a weapon against you. Let others know where you are going and when to expect you to return. If approached by suspicious people, be civil, but overt to letting them know you are not interested. If they touch, grab, or attack you, scream and do anything possible to get others' attention. Wear shoes and clothing that allows you to run if necessary.

The apartments are equipped with **fire-detection and carbon monoxide alarms** in the hallways and in the apartments. Tampering with these alarms or extinguishers is prohibited by law and college policy.

**If an alarm sounds** in an apartment, students should try and determine the cause of the alarm and extent of the danger. If the batteries run low and are beeping, request a battery change from the Apartment Attendant.

-- If a **fire** is discovered as the cause, one student should be assigned to first call 911, then alert other students, while others may attempt to control or extinguish the fire using fire extinguishers located in the building. If the alarm sounds in the hallway, students are required to evacuate the building until the cause of the alarm is determined and the building is determined to be safe for reentry.

-- If a **carbon monoxide** alarm sounds, students should **vacate the apartment** where the alarm is, **call Xcel Energy at 800-895-2999**, and notify the program directors.

-- In case of smell of **natural gas** in the apartment, first check the stove pilot lights to make sure they are lit as this is most likely the source of the smell. If they are lit, **leave the apartment** and call the apartment management company. If the directors are unavailable, call the Xcel Energy emergency number, 800-895-2999.

## **Health**

Besides being a major city, Denver is also located at an elevation of one mile. This fact will affect your physical health in several ways:

--The atmosphere at this elevation contains 1/3 **less oxygen** than sea level, requiring your body to work harder to get the oxygen it needs. Upon arrival, you may notice that you get tired much more easily, even with normal activity and most certainly with any kind of physical exertion. You may also require more sleep for the first couple weeks. This is normal and necessary. Do not over-exert yourself, and give yourself the extra sleep you need.

--The atmosphere in Denver also contains much **lower levels of humidity**. This will cause you to dehydrate much more quickly than usual. You will probably need to drink 50% more clear fluids (water and juices); coffee, soda pop, especially those with caffeine, and beer actually promote dehydration. This is even more true if you go up into the mountains. Always carry water with you when engaging in outdoor activities. Dehydration is also one of the factors in altitude sickness, which is definitely no fun and can even be dangerous. A clue to dehydration is a dull, nagging headache. Drink more water.

--Also, the **UV rays** of the sun are much stronger here than at lower elevations. Colorado has the highest incidence of skin cancer in the country. You can get seriously sunburned in 30 minutes, even in winter, and especially when skiing. Wear sunscreen whenever you are outdoors for more than a few minutes.

## **Building Access**

The building entrance doors are to be kept closed, latched and locked at all times. Residents are expected to use their entrance keys to gain access to the building. Propping open locked doors is unsafe, and prohibited. Emergency window exits must only be used for emergencies. Students are not allowed on the roof for any reason at any time.

Residents are responsible for their apt. keys. Keys may not be given to other individuals. Students should contact the building maintenance person immediately when keys are lost.

Students' rights to privacy is recognized. However, the college reserves the right to authorize entry of a student's apt. under the following circumstances:

1. When permission has been granted by the occupants.
2. Maintenance requested by the occupant is being performed.
3. Routine inspections of rooms for safety, health, and general upkeep purposes upon institutional initiative;
4. There is perceived imminent danger to the safety, health, or property of occupants or to institutional property.
5. If there is reasonable cause to believe that a student is using his or her apt. for a purpose in violation of federal, state, or local laws or college regulations. All such room searches will be performed by police officers. Entry, search, and seizure by civil officers shall be governed by civil law.

The college assumes no responsibility for theft, damages, or loss of money, valuables, or personal property from the building. We strongly encourage students to check with their family concerning the extent of coverage under their homeowner/renter insurance policy. The best safeguard against theft is to always keep your door locked. For purposes of insurance claims, in case of theft, it is recommended that a police report be filed with the Denver Police Department.

## **Conduct**

All students are expected to conduct themselves as responsible members of the Wartburg community, and all college policies regarding student conduct apply at Wartburg West. Your conduct affects the image of the WW program throughout the Denver community as well. In particular: The policies governing academic conduct are the same in Denver as on the college campus and outlined in the Wartburg College Student Handbook. The policies governing sexual harassment are also the same as on the college campus and can be found in the campus handbook as well as here.

### **Sexual Misconduct and Discrimination:**

Wartburg College is committed to providing a learning, working, and living environment free from all forms of sexual misconduct including, but not limited to, sex-based harassment, non-consensual sex acts, sexual exploitation, relationship violence, and stalking. Wartburg College considers sex discrimination in all forms to be a serious offense and it will not be tolerated.

The Wartburg College's Title IX, Sexual Misconduct and Discrimination Policy, following national guidance from the Office of Civil Rights, requires that faculty follow Wartburg's policy as a "mandatory reporter" of any personal disclosure of sexual harassment, sexual misconduct, and/or violence related experiences or incidents shared with the faculty member in person, via email, and/or in classroom settings. These disclosures include but are not limited to reports of personal relationship abuse, relational/domestic violence, and stalking. While faculty are often able to help students locate appropriate channels of assistance on campus, disclosure by the student to the faculty member requires that the faculty member inform appropriate Wartburg personnel to help ensure that the student's safety and welfare is being addressed, even if the student requests that the disclosure not be shared.

For confidential counseling support and assistance on campus, please contact:

Wartburg College Counseling Services, 319-352-8596

Wartburg College Campus Pastors, 319-352-8217

The Blue Bench, Denver, Co: 303-322-7273 hotline, [www.thebluebench.org](http://www.thebluebench.org)

For private, but not confidential, resources on campus, please contact:

John Myers, Director of Campus Security, 319-352-8372

Jamie Hollaway, Title IX Coordinator, 319-352-8418

Cassie Hales, Director of Residential Life, 319-352-8260

Dr. Dan Kittle, Dean of Students, 319-352-8745

Bonita Bock, Urban Studies Director at Wartburg West

**Alcohol Policy & Drug Policy:** The Alcohol and Drug Policies of WW are the same in Denver as on the college campus and outlined in the Wartburg College Student Handbook.

Other policies which apply specifically to Wartburg West are detailed herein. Due to the remote location from campus, the Wartburg West directors will have full discretion, depending on seriousness and frequency of any violations, whether to handle them administratively, or whether to require students to return to campus in order to appear before the Student Conduct Board or Dean of Students.

## **General Housing Information**

Participants in the Wartburg West program live in the Wartburg West apartments with the exception of students from the Denver area who may live at home while still participating in the Urban Studies

Program. The Wartburg West Apartment Building houses up to 20 students individual studio apartments. . Housing cost is comparable to on-campus housing, and will be billed to the student in the same way. This cost includes water, electricity, heat, and garbage pickup.

**Apartment furnishings:** [Click here](#) for a list of apartment furnishings. Add refrigerator, stove, microwave, and toaster to the list of apt furnishings.

### **Check-in**

Apartments are available to WW students as notified in writing by the Wartburg West directors. All students must arrive during the designated times and not before. No storage of personal belongings is available before or after the semester. If storage is needed, the resident must make other arrangements. When students check into the apartment, in addition to their personal property form, they will receive a form to record the presence and condition of the furniture, appliances, and general condition of the apartment, as well as any damages to the apartment or its contents.

Students will be assessed for damages to the apartment or its contents during their residence. Residents are responsible for any damages, lost property, or unnecessary service costs caused to the apt. bldg through accident, neglect, or intent.

### **Room Changes**

Students may request a room change after the first two weeks of the term. Room changes cannot take place prior to permission from the WW Director. Students who change rooms without permission will be charged \$25 for improper check-out and may be required to return to their previous room.

### **Room decorating**

Never use anything that will damage the walls when removed. Damages caused by improper hanging of pictures will be charged to you at move-out. Please do not use any adhesive-backed hangers or tape as these will leave permanent marks and may even damage the walls. You will be charged for marked or damaged walls. The following items are **not allowed in the building:** air conditioners, lofts, pets, painting of rooms, waterbeds, hot plates, broilers, space heaters, kerosene heaters, candles, incense, weapons of any kind.

### **Checking out**

Failure to check out properly will result in a \$50 charge. The management company and/or program directors will inspect each apartment upon check-out and will notify the college business office of any damaged or missing items or cleaning charges. Please follow these steps when checking out:

1. You must vacate your apt. on the designated date unless you have requested an extension.
2. Remove ALL personal belongings. Do not leave any personal belongings in your apt. Anything you think future students will use should be placed in the laundry room.
3. Clean your apt thoroughly . Check-out guidelines and checklist will be provided to students.

Under certain circumstances students may request permission to stay during semester breaks. Room rates do not cover breaks. Students who are approved for break housing will be assessed a charge. Students who meet the following criteria will be allowed to stay during breaks:

- A student who has been invited to stay on at their internship site after the end of Fall Semester;
- An international student who has nowhere else to stay during the break.

## **Other**

Phone service is not provided in the apartment building.

Cable TV: Apts. are cable ready, but students are completely responsible for arranging for service, payment of services, and discontinuance of service.

Mail: Each apt. has a mail box.

The Wartburg West apartment building is a smoke-free environment. Students who wish to smoke must do so outdoors, and are expected to keep the grounds around the building free of butts, matches, papers, or any other trash.

Garbage is collected from the dumpsters behind the building on a regular basis.

Laundry machines provided are coin operated; there are also commercial laundromats nearby.

## **Guest policies**

Students are welcome to have guests stay in their apartments, subject to the terms outlined in the Community Handbook.. The guest apartment is available to immediate family of WW students and visiting faculty or official guests of the college. Use of the guest apartment is on a first-come, first-served basis, and requires registration with the WW Directors. The fee for guest room use is \$50 per night. Keys will be provided in time for guests' arrival, and must be returned as soon as possible after their departure. Students are responsible for the behavior of their guests at all times, as well as thoroughly cleaning the guest apt. including vacuuming, washing linens and replacing paper products that have been used up i.e. toilet paper, paper towels, etc.

## **Computer Use**

The building is equipped with a wireless network for residents' use. Residents will find a community printer in the laundry room. For problems with network access, contact the wireless provider: 303-467-3828-

## **Transportation and Parking**

Due to the ready availability of public transportation and scarcity of parking, many students find that they do not want to have a car at Wartburg West. The WW Directors will suggest otherwise for certain students working long distances from the apartments.

There are several parking spaces available to residents on a first-come, first served basis; they are located at the rear of the building just to the west. There is also parking available in the Saint John's Cathedral lot on Washington St upon obtaining an overnight parking permit which limits parking from 5:30pm to 8am Monday to Saturday. Cars must be moved Sunday's at 7am. Cars may be parked there on Wednesdays after 9pm.

## **Suggestions for staying connected to campus**

While at Wartburg West, it is important for students to remain aware of activities happening on campus that may affect them. People on campus do not always remember to include off campus students in certain routine processes. Friends on campus can help you with some of these things. But it is ultimately your responsibility. Some of the things that need to be considered are:

- registration for classes
- housing-- **Student Life works with Wartburg West students to identify and secure housing** for students returning to campus; contact Student Life for information.
- cap & gown & graduation announcements for seniors
- photos for the yearbook
- updating information in your credentials file at Pathways
- mail is forwarded from campus; first class mail more frequently than other.

### **WHAT DOES A TERM WITH WARTBURG WEST COST?**

Expenses for which students are billed by Wartburg College:

**Tuition** cost is the same as for a semester on campus. **Housing** cost is comparable to on-campus housing. **Utilities** are furnished with the exception of cable TV and phone service.

Students should be assured that **financial aid will continue to apply** at the same levels during their Wartburg West semester. Students should be aware that, should they for any reason choose to leave the Wartburg West program at any time after their acceptance, they may be liable for certain costs already incurred by the program over and above the program fee deposit.

Expenses for which students are directly responsible:

- Travel to and from Denver-- students make own arrangements.
- Transportation in Denver-- varies according to distance to work and type of transportation utilized.  
Check the RTD web site at [www.rtd-denver.com](http://www.rtd-denver.com) for current fares and passes.
- Phone service
- Food-- depending on students' shopping/eating habits, as little as \$1000 or as much as \$2000
- Program expenses-- \$250 for Fall and Winter Terms; \$150 for Summer Term
- Entertainment and Recreation-- There are many inexpensive activities to be enjoyed in Denver. There are also many expensive ones, and these costs can get to be high.

### **REQUIRED COURSE WORK AND ACADEMIC CREDIT**

#### **Fall and Winter Term program for 3<sup>rd</sup> and 4<sup>th</sup> year students--**

**Students doing required fieldwork for certification (teachers, social workers) will take the Wartburg West course called: LS 260 - Urban Lifestyles -- one-half credit.** This course is designed to assist students in experiencing and learning about urban life and issues. Through readings, involvement in urban activities, written reflection papers, and discussion, students will gain an appreciation for life in the city and their role as citizens. This course is offered to these students in full-time practicums P/D/F

**Students doing elective internships will take two courses, for each of which they will receive one course credit:**

**ID 360 - The Metropolis: Place of Convergence**, fulfilling the Interdisciplinary requirement of the Wartburg Plan. One half of this course is the same as LS260- Urban Lifestyles, described

above. The other half involves additional readings, class meetings, and outside activities, including an independent service/learning project.

**AND** a second course which satisfies an Essential Ed. requirement, either:

**RE324 Immigrant Religions in America (Fall Semester)**

OR

**RE325 Christian Faith and Politics (Winter Semester)**

The two religion courses satisfy a Faith and Reflection requirement, and are writing intensive. In addition, Immigrant Religions satisfies a diversity requirement. These courses will generally meet on Monday and Friday mornings, with some field trips that may take place in the afternoons or weekends.

### **Fall Term program for 2<sup>nd</sup> year students**

**Second-year students may participate in the Fall Term only. They will take three courses:**

- IS 201 Living in a Diverse World;
- RE 324 Immigrant Religions in America
- 
- ID 360 – The Metropolis: Place of Convergence

**Sophomores receive a variance in order to be able to participate in these upper level courses while participating in the WW Urban Studies Program.**

**The Wartburg College Honor Code** should be understood as applying to courses offered at the Urban Studies Program of Wartburg West also. It is as follows:

As a matter of personal commitment, students, faculty, and staff of Wartburg College are expected to demonstrate these simple principles: 1) All work submitted be your own. 2) When using the work or ideas of others, including fellow students, give full credit through accurate citations. 3) Maintain academic honesty both on examinations and class assignments. 4) If you are uncertain about the ground rules on a particular assignment, ask for clarification. 5) All are responsible for abiding by these guidelines and opposing academic dishonesty by reporting any act that goes against these guidelines. If you are unclear of details for the Honor Code, please ask.

### **ADA Statement:**

#### **Students Needing Accommodations:**

Qualified students with disabilities are protected from unlawful discrimination by Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended. Students requesting academic accommodations due to disabilities must arrange for such accommodations by contacting Derek Solheim, Pathways Center Director. He can be reached at the Pathways Center, (319) 352-8425, or by e-mail [derek.solheim@wartburg.edu](mailto:derek.solheim@wartburg.edu). Presenting documentation of a disability early is helpful and often necessary to secure needed materials in a timely way. Accommodations should be requested PRIOR to affected assignment due dates. Accommodations will not be provided retroactively.

### **INTERNSHIPS and FIELD PLACEMENTS**

Based on the student's major and stated goals, and in consultation with the student, the Wartburg West directors will endeavor to identify an internship or field experience placement which will best meet those goals within the parameters of the program. In all cases, the directors place priority on the educational value of the prospective placement. While some internships may be compensated, this is not generally a determining factor in the placement.

*All participants are expected to remain for the entire semester regardless of whether or not they have completed required hours in internships or field placements.*

### **Fall and Winter Term placements for 3<sup>rd</sup> and 4<sup>th</sup>-year students**

**There are two types of placements:**

1) **Students doing required field-experiences** for certification in their field, such as **student teaching** or **social work**, will have placements which meet those requirements, and receive the appropriate credit. Because these placements meet requirements for certification, they are never compensated.

2) Students doing **elective internships** in their major field or in community service will work **three days per week**, for which they receive **two course credits**. Although some internships may include the possibility of monetary compensation, most do not. The Wartburg West directors do not seek placements on the basis of compensation, and students should not expect compensation.

### **Fall Term placements for 2<sup>nd</sup> year students**

Second-year students will complete a **2-day/week** field experience for **one academic credit**

### **Summer Term for 3<sup>rd</sup> and 4<sup>th</sup> year students**

**Students doing elective internships in their major field or in community service will work a minimum of three days per week for which they receive one or two course credits, depending on what they need.**

**INTERNSHIP SITE SUPERVISORY RESPONSIBILITIES** An internship should be beneficial to the internship site as well as the student. The site supervisor should expect the student to be a productive member of the organization, and should evaluate the student accordingly. Students receive college credit for the internship. While monetary compensation is desirable, it is not the determining factor for placement of an intern. For organizations that customarily pay interns, it is expected that Wartburg West interns be compensated accordingly.

1. Work with Wartburg West director to discuss the internship goals, supervision, and evaluation.
2. Final placement is contingent upon review of the resume and interview with the student.
3. Provide a specific person as supervisor, who will meet with student on a weekly basis.
4. Complete, during the first week, the Wartburg West Internship Agreement, describing the projected outcomes, intern responsibilities, supervisor responsibilities, etc. **Supervisors are strongly encouraged to consider specific, finite projects for which students will have significant responsibility. Any questions about compensation should also be clarified at this time.** Students will also discuss letters of recommendation with supervisors at this time.
5. Assist in developing a list of pertinent reading materials.
6. Students are to work 3 days (approx. 24 hours) per week. Students wanting to take days off work must negotiate this with the supervisor, with approval of the Wartburg West internship director.
7. Discuss work rules and guidelines with the intern (for example, safety, hours of work, confidentiality). Explain as clearly as possible the student's degree of independence and discretion.
8. Confer with the Wartburg West Director about any concerns.
9. Mid-term review with the WW director and intern, using completed midterm evaluation form which will have been provided by student, as a basis for discussion.
10. Complete the final evaluation at the end of the term, to be shared with the intern, director, and Wartburg faculty advisor. Supervisor and student both sign this form at the time of their final meeting.

## **STUDENT INTERN'S ACCOUNTABILITY**

1. After the first week, the Internship Learning Agreement will be submitted to the Director
2. Each intern will complete and submit to the director a weekly internship report.
3. A Midterm Conference will be held with the director, intern, and supervisor, using the Midterm Evaluation as a guideline for conversation at that time. A summary will be sent to the faculty advisor if deemed necessary.
4. Additional conferences may be held as needed to assure a successful internship experience. Although changes in internship placements are possible, they are rare and this will not be done until after a conference with the student, the director, and the supervisors of both the original and any prospective sites.
5. There will be a Final Evaluation by the intern and the supervisor, including completion of an evaluation form by each to be submitted to the directors. The supervisor's evaluation is to be signed by both the supervisor and intern at the time of their final meeting. The student is responsible for turning in these final papers before the end of the WW Term. These evaluations will also be shared with the faculty advisor on campus. The WW director will attend this final conference if requested by the site supervisor.
6. Interns are expected to work the full number of weeks in the program to receive credit. This amounts to 14 weeks, not counting the WW orientation. 8 weeks in the summer term. Any "days off" are to be arranged with the internship supervisor with the approval of the WW director.

## **HISTORY OF WARTBURG WEST**

In the fall of 1985, Wartburg College inaugurated the Wartburg West program in Denver, Colorado. Elaine and Mark Olson were appointed Co-directors of the program. The program began with an enrollment of four students.

In the spring of 1991 Revs. Nelson and Bonita Bock were appointed Co-directors. Nelson graduated from Brown University in Providence, RI, and Bonita graduated from Luther College, Decorah, IA. They both graduated in 1980 from Luther Northwestern Seminary, and served as co-pastors of American Lutheran Church in Baker, Montana until they moved to Denver in the fall of 1984, where they worked in a faith-based peace education ministry. In 1987, the Bocks founded the Urban Servant Corps, a Christian volunteer service ministry in Denver's inner-city. Bonita served as its Director until April 1998. Nelson worked in Campus Ministry at the Auraria Higher Education Center in Denver from 1987 - 1992. Living in the heart of Denver where they raised their two children, these commitments involve them very much in neighborhood, church, and city issues.

Nelson retired from teaching in 2016 while continuing to work with internship placements. Brian McQueen, Sociology, began teaching the ID course as a hybrid course from campus for Fall Term only. Bonita teaches classes Winter Term.

In 1999, an apartment building was acquired, and subsequently opportunities to participate in Wartburg West during May Term and summer were added to create a year-round program. In, summer 2013, Wartburg West moved to the Capitol Hill neighborhood in cooperation with Saint John's Episcopal Cathedral. Students live an apartment adjacent to the Cathedral where classes are held.

In 2016, Danielle Harms became the Program Development and Outreach Director at Wartburg West, a newly created position to enhance the Wartburg College presence in Denver.

Also in 2016, Wartburg West enjoyed a 30 Year Anniversary With many hundreds of students having completed the program, the Urban Studies Program at Wartburg West is an integral and vital part of the Wartburg educational program With the addition of Program Development at Wartburg West, many other people will have the opportunity to participate in Wartburg College programs in Denver, Colorado.