



# LIVING & LEARNING COMMUNITIES

Before you begin work on the Charter application process, it is imperative that you and the rest of your group members know and commit to following the Living & Learning Community (LLC) requirements. Please be sure to read the provided information and contact the Coordinator of Living & Learning Communities with any questions you may have.

Important dates, eligibility, and the complete expectations of those selected for LLCs is at <https://www.cornellcollege.edu/residence-life/housing/living-learning/index.shtml>

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## PART ONE: GROUP INFORMATION

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Application Academic Year: \_\_\_\_\_

Community Name: \_\_\_\_\_

Chair Person Name: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Department or Office: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Abstract (75 words or less describing your focus topic what your group hopes to accomplish):

**Community Members**

Chair: This individual is responsible for the internal maintenance of the LLC within its house or apartment. They submit all Charter-related materials and other program information. They work closely with their RA or Apartment House Manger and Coordinator of LLCs to meet the needs of their members such as building or house maintenance issues, roommate conflicts, questions about the program, etc. They work with their faculty/staff advisor to complete their Charter goals. They may submit budget requests or coordinate fundraising efforts. The Chair may delegate tasks to other members as the LLC sees appropriate.

Rep: This individual is responsible for the external coordination between the LLC and outside entities such as the LLC Council, other Cornell departments, and student organizations. The Rep will commit to the LLC Council meetings occurring at least once a Block.

Member: A general member helps the Chair and Rep as needed. Additional positions can be defined within the LLC such as Treasurer, Public Relations, Programmer, etc. The Residence Life Office only formally requires a defined Chair and Rep.

Alternate: Individual members who are willing to join the group if they are needed but may not necessarily be needed at the time of submitting this Charter. Armstrong, The Cottage, and the RA Smith Apartment house 7 members and all other Smith apartments house 8 members each. Alternates are not required, but highly encouraged.

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|-----------------|----------------|
| 1. (Chair)_____ | 6. _____       |
| 2. (Rep)_____   | 7. _____       |
| 3. _____        | 8. (Alt)_____  |
| 4. _____        | 9. (Alt)_____  |
| 5. _____        | 10. (Alt)_____ |

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## PART TWO: COMMUNITY LOGISTICS

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The committee will be looking and giving preference to groups that are able to exemplify the following criteria:

- A focus on learning about and addressing a societal issue
- Learning goals for the members of the community
- Action plan for how the learned information is going to be shared with the campus community
- Detailed information on the intended on-going service opportunities
- Detailed and thorough answers in the Charter Interview

Please provide an explanation of the group's plans related to the following items in a typed, double-spaced format. Address each point in its own section

### 1. Exploration

Explain the purpose of the Living & Learning Community. Be sure to include a description of what issue will be explored, a clearly defined set of learning goals for the members of the community, and a brief commentary of what community members hope to gain from the experience.

### 2. Action

List and describe in detail (i.e., block by block) any activities the community will facilitate or participate in throughout the year. Also include a description as well as the contact information of the agency the community will volunteer with, what the need of the agency is, how the agency connects with the community's learning goals, and what will community members do as volunteers. It is recommended that at least one member schedule a time to meet with the Coordinator of Civic Engagement to discuss our group's service project ideas prior to the Charter interview date.

### 3. Reflection

What ways will the community encourage members to reflect on their living and learning experience? Specifically, how will your community know people are learning from participation? How will you measure success?

### 4. Education

In addition to the required "LLC Expo", how do you intend to educate the campus community about your issue or topic, the work you are doing with your agency, and encourage others outside of your community to become involved?

### 5. Community

What are the community's expectations for members? Be specific in explaining meeting expectations, participation requirements for the group's activities, and how you will handle conflict within the group. Please include the list of community standards for your community covering such issues as quiet hours, guests, cleaning schedules, etc. List all additional roles besides Chair and Rep if your community is designating them. What is your community's 2 week grace period process for selecting a new member if you have a mid-year vacancy? Finally, include what steps the group will take to address members who are not meeting the expectations and requirements of the community.

### 6. Budget

Communities may likely need some form of funding in order to carry out their learning objects and goals. Groups are not allowed to charge fees or dues to members. Also, 100% of all proceeds from any fundraising opportunities are required to be donated or used for LLC specific purposes. Please consider what funds will be necessary to support the goals and activities of your Living & Learning Community. How do you intend to generate this funding? Please provide a detailed budget of projected expenditures and potential sources of income in a spreadsheet format. Also, limited funds are available for Living & Learning Community programming. Access to these funds must be applied for and approved through the Coordinator of Living & Learning Communities during the academic year.

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## PART THREE: ADVISOR

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Community Name: \_\_\_\_\_

The faculty or staff advisor with each Living & Learning Community must play a key role in providing community members with on-going support in structuring the learning experience and reflecting on their experiences. Advisors should meet with the community members as an entire group at least once a semester; however, more frequent interactions are encouraged. Advisors are also welcome to attend any related programming activities hosted by the individual communities or the Living & Learning Communities Council. The advisor will receive the community's Block Reflection assignments every 2 blocks and reach out to students as needed.

Each community's faculty or staff advisor is asked to write a letter of support and return it to the group's chair along with a signed copy of this document to be included in the Charter application prior to the Charter deadline. In the letter of support we ask that advisors also specify how they will help the community to:

- develop and refine learning goals
- guide contextual learning opportunities
- support service-learning activities
- engage members in reflection
- encourage the Community to educate the campus on their topic
- assess the outcomes of the Community

### Advisor Commitment Statement

I have met with the \_\_\_\_\_ Living & Learning Community, reviewed their Charter proposal, and agree to provide on-going guidance, challenge, and support to the community members as a faculty or staff advisor for the assigned academic year.

Application Academic Year: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title & Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

# PART FOUR: INDIVIDUAL MEMBER COMMITMENT STATEMENT & LETTER OF INTENT

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Member Name: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Community Name: \_\_\_\_\_

Each Living & Learning Community participant must complete this **individual member commitment statement and write a separate letter of intent** explaining why they are interested in being involved with the proposed program. The letter of intent will address:

- What you hope to gain and how you plan to accomplish that by participating in the community. If you have prior experience with a community, please comment on what you learned during the previous year and what will be new for you in the coming year.
- What skills and talents will you bring to support the success of the community? Will you take on any leadership role, and if so, what?
- A list of curricular and co-curricular commitments for the year, and how you will manage those commitments with your participation in your Living & Learning Community.

The letter of intent should be typed, double-spaced with standard margins, 12 point font, and be no longer than one page in length. Provide a copy of your letter with this completed page to your chair by the Charter application deadline.

## Commitment Statement by Individual Community Member

I commit myself to adhering to the \_\_\_\_\_ Living & Learning Community Charter proposal for the assigned academic year. I understand that this participation includes, but is not limited to, implementing the community's action plan, assisting with the documenting of activities and accomplishments, participating in leadership development activities and program evaluations, attending applicable meetings, engaging in meaningful on-going service opportunities and presenting the work of the community to the campus. I also commit to adhering to all policies and procedures set forth by my group and the Living & Learning Community program. **If I fail to meet these expectations, I understand that I may be removed from this community and re-assigned to a different housing assignment that is available on-campus.**

By signing this document I acknowledge that I am aware of and understand the additional individual opportunities and responsibilities, including cleaning and conflict resolution, which come with living in a house, apartment and/or suite. Also, I authorize the Dean of Students Office to share my conduct history at Cornell College with the Residence Life professional staff in order to ensure my eligibility to live within the college's houses, apartments and/or suites.

Application Academic Year: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PART FIVE: CHARTER PRESENTATION AND INTERVIEW**

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All community members are REQUIRED to attend and participate in the Charter interview process, unless they are away from campus for the block. Charter interview dates are available on our website <https://www.cornellcollege.edu/residence-life/housing/living-learning/index.shtml>. After submitting your Charter application to the Residence Life Office, your group will be expected to sign-up for a 20 minute time slot. Please prepare a maximum 10 minute presentation covering each section of your Charter and how it is going to be implemented. Each member should also have a significant speaking roll at some point during the presentation. Technology for the presentation may or may not be available in the room so please keep that in mind. Check the current deadlines and locations on our website to see the room we will use to scout its capabilities.

Following the presentation each group is then required to participate in an approximate 10 minute Charter interview. The members of the selection committee will ask questions to each group, and any follow-up questions needed based on each group's presentation. The committee will also provide final feedback and thoughts about the group's Charter and whether any changes are necessary.