

**AGNES SCOTT COLLEGE
OFFICE OF RESIDENCE LIFE
THEME HOUSE APPLICATION
PROPOSAL GUIDE**

The theme house application process requires the submission of a written proposal and an interview with the selection committee. In completing theme house proposals, applicants should be as detailed as possible in order to provide the selection committee with the information required to make a sound decision in the selection process. The instructions and guidelines below have been developed to assist students in the thorough completion of proposals.

Instructions for Theme House Proposal Form:

- 1) The **contact** is the student participant who will serve as the liaison between the participants and the Office of Residence Life. This person will be responsible for submitting the proposal and related documents. Should a group change its contact person for any reason, it is the responsibility of the group to inform the Office of Residence Life of the change.
- 2) The statement regarding the **focus** of the proposed theme house should describe the program's theme or general area of interest and indicate a departmental affiliation, if any. Examples include the arts, history, world religions, sciences, cultural awareness, etc. If several departments are involved in the project, all should be listed.
- 3) An **adviser** is required for each interest area. Desired advisers are those who have faculty status although administrators may be considered as advisers. Participants selecting non-faculty advisers should consult the Office of Residence Life before contacting their proposed adviser. Participants may wish to consult appropriate deans and department chairs before beginning to recruit their advisers. The adviser's signature indicates the faculty or staff member has discussed the focus and other elements of the proposal with the participants. The adviser supports the house and its educational objectives. **Do not wait until the last minute to seek out an adviser.**
- 5) The selection committee will **interview** a maximum of two representatives from each group on March 16-18. Please indicate in your applications available times on these evenings.

Some helpful hints: interviews will be based upon the submitted application. The committee will ask questions about what the members of the group hope to **learn** from their experience of living in a residential learning community.

- What sorts of transformative experiences, skills and knowledge will you gain from participating in this project?
- How will you measure and evaluate what you have learned?
- Why do you need to live together in a house to complete this project?

Supporting materials: The proposal form must be accompanied by a statement of purpose, a statement of commitment by the faculty adviser, a statement of interest and commitment from each student participant, and a liability waiver signed by each student participant. The proposal and supporting materials should be submitted by 4:00 p.m., Wednesday, March 3, 2009 to the Office of Residence Life in Alston 212. Houses will be announced by March 22, 2010.

AGNES SCOTT COLLEGE
Office of Residence Life
THEME HOUSE APPLICATION
2010-2011

1. Contact:_____ Hall:_____ Phone:_____
Box:_____ Major:_____ Class:_____
Email Address:_____ Cell Phone:_____

2. Project Title:_____
Adviser:_____ Dept.:_____

3. Supporting Materials:

- A. ___ Statement of Purpose, Goals, & Programs
- B. ___ Faculty/staff adviser(s) statement of commitment and support
- C. ___ Individual statements of interest and commitment by participants
- D. ___ Liability waiver signed by all student participants.

4. Participants (Please Print or Type):

	Name	Major	Class	Box	Phone
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____
F.	_____	_____	_____	_____	_____
G.	_____	_____	_____	_____	_____
H.	_____	_____	_____	_____	_____

Faculty Adviser's Signature:_____ Date:_____

**AGNES SCOTT COLLEGE
OFFICE OF RESIDENCE LIFE
THEME HOUSE APPLICATION
PURPOSE, GOALS, & PROGRAMS**

Please answer the following questions in a typed, double-spaced format. Attach sheets as needed.

1. Explain the purpose and goal of the proposed house. What do the participants hope to gain (*learn!*) from their living/learning experience?
2. Describe the structure of the program in terms of on-going activities and special events. Explain just how the theme, focus or interest area will be incorporated into the daily and weekly routine of the house. Consideration should be given to activities such as meals, discussions, reading groups, faculty presentations, social events, etc.
3. Explain why living together in a house (as opposed to holding meetings in classrooms or conference rooms) is a vital part of the proposed educational experience.
4. Explain how the house will measure its success in attaining its stated *learning* goals, including an outline of the program's projected timeline. Be sure to indicate how the house will evaluate what members have *learned* from this experience.

Contact's Signature:_____ Faculty/Staff Adviser's Signature:_____

**THEME HOUSE INTERVIEWS
MARCH 16-18**

The selection committee will **interview** a maximum of two representatives from each group. Please list your group's representatives and availability.

Representative #1:_____

Representative #2:_____

Please list **unavailable** times between 5:30pm-8:30pm on the following evenings:

Tuesday, March 16:_____

Wednesday, March 17:_____

Thursday, March 18:_____

**AGNES SCOTT COLLEGE
OFFICE OF RESIDENCE LIFE
THEME HOUSE APPLICATION
FACULTY/STAFF ADVISER'S STATEMENT OF SUPPORT**

1. Focus/Project Title:_____
2. Adviser_____ Dept._____
3. The faculty/staff adviser must play a key role in providing students with on-going support in structuring their project and in reflecting on their learning experience. The faculty/staff adviser will also be invited to participate in the Theme House Training Program held in the fall. In this statement, the adviser should specify their role in helping students set their project and educational goals, reflect on their experiences, and assess their outcomes. Department letterhead may be substituted for this form.

Signature:_____ Date:_____

**AGNES SCOTT COLLEGE
OFFICE OF RESIDENCE LIFE
THEME HOUSE APPLICATION
PARTICIPANT'S STATEMENT OF INTEREST & COMMITMENT**

1. Name_____Residence Hall_____Phone_____
Box_____Major_____Class_____
2. Project Name:_____
3. Each participant must submit an individual statement explaining why they would like to be involved in the proposed program. In **ONE, SHORT** paragraph state what you look forward to learning from progressing through your project. What positive difference do you think the theme house experience will make in your development? What do you have to offer the project?

I commit myself to participating in my house's project for the 2010 - 2011 academic year. I understand that this participation includes, but is not limited to, assisting with the preparation of a monthly report documenting the houses activities and programs, assisting in the monthly evaluation of the house's accomplishments, completing the Quality of Life Survey and other research instruments, and participating in special programs organized for the benefit of theme house residents.

Signature:_____ Date:_____

RELEASE OF LIABILITY
AGNES SCOTT COLLEGE THEME HOUSE PROGRAM

The Agnes Scott College ("Agnes Scott") offers many opportunities to and for the benefit of its students, staff, and faculty, including opportunities to participate on a voluntary basis in organized student associations, such as the theme house program.

I, the undersigned, desire to voluntarily participate in the following association(s) (Name of your House program): _____ (hereinafter "association"). I represent that I am knowledgeable about the activities related to the association, and risks of personal injury or property damage to myself and to others which may be associated with these activities. Notwithstanding these risks, I wish to assume them when I voluntarily participate in activities related to the association and in any travel associated with the activities. I understand that my involvement in this association may include, but is not limited to, the following:

- working with children, teenagers, adults, and/or the elderly at schools, churches, community centers, and other locations;
- working in close contact with individuals of varying income, background, and mental/physical health conditions;
- working indoors and/or outdoors in physical and cultural environments of varying levels of familiarity, safety, and comfort;
- working indoors and/or outdoors with plants and/or animals in nature preserves, parks, animal shelters, zoos or other environments with varying levels of familiarity, safety, and comfort;
- working in other, similar activities not listed here.

I understand that my participation in any activity related to the association is completely voluntary and I may choose to participate in some activities without participating in other activities.

I understand and agree that Agnes Scott accepts no responsibility for my acts or the acts of others when I participate in or travel to or from activities related to the association.

In consideration of Agnes Scott offering this opportunity and allowing me to participate in this association and its related activities, the receipt and sufficiency of said consideration being hereby acknowledged, I hereby release, relieve, discharge and hold harmless Agnes Scott, its officers, trustees, employees, and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with my participation in this association or any travel related to my participation in this association.

By signing on the reverse side of this form, I acknowledge that I have read and understand the Release of Liability. If the participant is less than 18 years of age, this release must be signed by a parent or legal guardian.

**THEME HOUSE RELEASE OF LIABILITY
2010-2011 ACADEMIC YEAR**

1. Print _____

ASC ID _____

Sign _____

Date _____

2. Print _____

ASC ID _____

Sign _____

Date _____

3. Print _____

ASC ID _____

Sign _____

Date _____

4. Print _____

ASC ID _____

Sign _____

Date _____

5. Print _____

ASC ID _____

Sign _____

Date _____

6. Print _____

ASC ID _____

Sign _____

Date _____

7. Print _____

ASC ID _____

Sign _____

Date _____

8. Print _____

ASC ID _____

Sign _____

Date _____

SERVICE-LEARNING SUPPLEMENT

TO: Theme House Applicants

FROM: Joy Griggs, Director of Residence

SUBJECT: Service-Learning at Agnes Scott and the Theme House

Frequently, we receive applications for theme house from groups interested in pursuing community service projects. In the past, many groups have submitted proposals that merely outlined action plans for community service projects. Generally, these groups were **not** selected for assignment to theme houses by the selection committee. Why? Such proposals did not meet the selection criteria or purposes of the Theme House program.

There is no doubt that in community service the old idea that "experience is the best teacher" is true, assuming that we reflect critically upon that experience. We often learn more about ourselves, others, and our local communities by volunteering our time and efforts to creating some good that would not otherwise occur. This is the purpose behind the theme house program: not simply to do some good, but to arrive at a better understanding and deeper insight in the process of doing that good. Unlike traditional classroom learning, however, the theme house experience will challenge you to see the connection between service to your community and the knowledge that you gain about yourself and your community.

It is clear that service gives volunteers a chance to contribute and to "give something back" to their communities. But the theme houses are not just service projects. This program attempts to engage community service more broadly as an opportunity to learn; it occurs under the direction of a university, and the first purpose of any university is higher education. If you want to contribute only your time and resources to this community, there are plenty of worthy opportunities outside Agnes Scott, and please feel encouraged to pursue them.

Therefore, as a participant in a service-learning project you need not only to identify the service you seek to provide various groups within the local community, but most importantly, you need to identify the learning goals you seek to accomplish during your project. You will be held responsible for evaluating on a regular basis throughout each semester whether or not you have achieved those learning goals, what you have actually learned from your service, and the ways you might revise your learning goals in light of the realities of service to various groups of people. You also will be held accountable for continually working with your faculty/staff adviser to refine and enhance the possibilities of learning through community service.

So, it is important that you not only see those that you work with as clients or the less fortunate who need your help. You must also approach them as your teachers, asking yourself, "What have I learned from serving them?" Likewise, you should approach each opportunity for service as a teachable moment, asking yourself, "What have I learned from this situation?" You may well find that you do not possess the skills and knowledge required for success in your community service project and must receive additional training. You may have to ask yourself, "What must I learn to help realize the goals of this project?"

To begin this process of reflection, you must meet with the community service agency with whom you will work before submitting your proposal. Make sure that your proposed program is practically feasible and that the agency can help you learn what you need to learn to be successful. The Resident Director and your faculty/staff adviser can assist you in identifying learning objectives and help you enhance and enrich your living/learning experience.