

STUDENT HANDBOOK



Divine Word College

Epworth, Iowa

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100 GENERAL RULES AND OBLIGATIONS

101 STUDENTS RIGHTS

1. Divine Word College, an undergraduate Catholic seminary grounded in the liberal arts, has the responsibility of:
 - 1.1 Creating a climate for mutual respect, responsible communication, and purpose of collaboration so that the individual will have the opportunity to grow into full adulthood and accept maturely the responsibilities of baptismal and religious calling.
 - 1.2 Creating an atmosphere of freedom and community accountability in the context of well-defined responsibilities entailed by a demanding academic program, a systematic and supervised ministry program, a well-ordered liturgical program, close personal contact with members of the faculty, the SVD and other members of religious congregations and the demands of a life in common with other students.
2. Convinced of the above, Divine Word College, as a liberal arts seminary college of the Roman Catholic Church, endorses the following student rights:
 - 2.1 To pastoral ministry of the religious faculty and to such assistance from the faculty, formation directors and community
 - a. as will promote physical and mental health, intellectual and spiritual growth, a proper balance between self-identity and social adaptation; and develop interpersonal skills and intercultural community living.
 - b. as will enable them to learn to value disciplined human intelligence as contributing to a mature Christian faith and to have no fear of constant critical inquiry and research in any field of thought.
 - 2.2 To freely choose a spiritual director during Junior and Senior year. (Student Handbook 200.4).
 - 2.3 To regular use of the Sacrament of Reconciliation to help in the dynamic and ongoing process of personal transformation and to facilitate initial and continued conversion to Christ.
 - 2.4 To the privilege of daily participation in the Eucharist as the most vital source of nourishment and enrichment in the Christian life and as the center of Christian growth.
 - 2.5 To follow their own form of spiritual life consonant with the teaching of the Church (Canon 214).
 - 2.6 To be helped to develop a spirit of prayer.

- 2.7 To live in an intercultural community of genuine interpersonal relationship which provides the student with an experience of Christian life, worship, camaraderie and which fosters stimulating intellectual debate, a commitment to truth and the discipline and hard work necessary to attain it.
 - 2.8 To genuine participation, proportionate to their maturity, in the processes by which academic and formation programs of the College are determined.
 - 2.9 To be helped to grow in the social virtues such as sincerity, a constant love of justice, fidelity to one's promises, courtesy in deed, modesty and charity in speech.
 - 2.10 To seek professional counseling on their own initiative or on the advice of a personal advisor.
3. Divine Word College, as an institution of higher education, has the responsibility of creating an atmosphere of free inquiry and expression.
 - 3.1 Each student or student group has the right to express disagreement on a particular subject by orderly means, provided ordinary means of discussion, dialogue, and persuasion have first been tried. Any means which interferes with a duly authorized program or activity of the College is not considered orderly.
 - 3.2 Any demonstration of dissent that is or develops into an infringement on the rights of others is a serious matter.
 - 3.3 Any such incidents that may occur and any such problems that may develop will be considered a disciplinary matter and will be dealt with accordingly. The following will be the College's procedure:
 - a. Student groups and organizations planning to hold a demonstration shall file twenty-four hours in advance a "Notice of Intent" with the Dean of Students. The "Notice of Intent" will include such matters as protection against unfair harassment by others, provisions for legal protection, and the minimizing of danger to the physical well-being of persons and to private and public property.
 - b. Any public display or posting of banners, signs, and pennants must be approved by the Dean of Students. Failure to receive authorization from the Dean of Students will result in suspension from the College or other disciplinary action.
 - c. The presence of students in a demonstrating group after an oral warning to disperse had been given by the Dean of Students or other appropriate College officials will be considered evidence that the students are a part of the demonstration.
 - 3.4 Any individual or group participating in a disruptive demonstration will be subject to disciplinary action by the Formation and Student Life Committee (FSLC) only after

an oral warning has been given by the Dean of Students. An oral warning is to be recorded on the student's records in the office of the Dean of Students.

- 3.5 Any student or group of students who disrupts or contributes to the disruption of the orderly operation of the College, or who interferes with a duly authorized College program or activity, and thereby infringes upon the rights of others, will be liable to suspension.
- 3.6 Students causing personal and/or property damage will be held liable for such damage.

102 NON-DISCRIMINATION

1. Divine Word College is committed to a policy of non-discrimination in admissions, education programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to: The Vice President for Academic Affairs, the Vice President for Operations, or Divine Word College, or to: Director, Civil Rights Commission, Washington, D.C.
2. Divine Word College makes an effort to attract students from diverse economic, racial, and ethnic backgrounds. The College does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational and admission policies or in scholarship, loan, athletic and other College-administered programs.

103 FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED (FERPA)

NOTICE OF COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 - Divine Word College pledges complete cooperation to the provisions of Section 513 of the "Family Education Rights and Privacy Act of 1974," commonly known as the Buckley Amendment. The amendment protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and/or formal proceedings. The administrative rules and regulations to implement compliance procedures are available to interested parties, and may be reviewed during ordinary business hours in the Registrar's Office. (*DWC Policy Handbook, #5.10*)

104 STUDENT COMPLAINTS

1. Processing Student Concerns

- 1.1 Individuals in human organizations are sometimes the victims of unfair treatment or perceive themselves to be the victims of unfair treatment. Students in schools and seminaries experience this same reality. At Divine Word College, where respect for the individual person is a core value, processes are in place to ensure that students

receive fair treatment in their dealings with faculty members, formation personnel, administrators, staff employees and other students.

- 1.2 Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. See Proceedings for Student Complaints and Disciplinary Matters below.

2. Record of Student Complaints

Divine Word College, in accord with the expectations of higher education accrediting bodies, maintains a record of all formal, written complaints filed by students. This record is available in the President's Office for review by authorized personnel. The Vice President for Academic Affairs and the Vice President for Formation are the College officials who will ordinarily forward such records to the President's Office.

3. Complaint to Outside Authorities

- 3.1 Student complaints about Divine Word College can be filed with the Bureau of Iowa College Aid, a state agency that accepts complaints from students attending an Iowa college or university.

Bureau of Iowa College Aid
Iowa Department of Education
400 E. 14th St.
Des Moines, IA 50319-0416
Phone: [877.272.4456](tel:877.272.4456)
Iowa Department of Education Website: <https://educate.iowa.gov/>
Student Complaints Webpage: <https://educate.iowa.gov/higher-ed/student-complaints>

- 3.2 Students can also file complaints with the Higher Learning Commission:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 800-621-7440
Website: <https://www.ncahlc.org>

105 FAIR PROCESS

1. Divine Word College assures its students fair process in the resolution of disciplinary matters.
2. Within the limits of fair process, the College must be free to devise various types of disciplinary procedures, relevant to its lawful mission, consistent with its varying processes and functions, and not an unreasonable strain on its resources and personnel.

3. Fair process means:
 - 3.1 The person or persons charged with a violation must be given adequate notice in writing of the specific ground(s) and the nature of the evidence on which the disciplinary proceedings are based.
 - 3.2 The person or persons charged with a violation must be given an opportunity for a hearing in which the disciplinary authority provides a fair opportunity for hearing the individual's position, explanation, and evidence.
 - 3.3 That no disciplinary action be taken on grounds which are not supported by substantial evidence.
 - 3.4 In extreme cases, however, where the safety of individuals, the protection of property, and the continuity of the educational process may be in danger, the Dean of Students, after consultation with the President, can suspend an individual without the normal fair process of law. In these cases, disciplinary proceedings must be initiated within the next 72 hours, or the suspension must be revoked.

106 RULES FOR DISCIPLINARY PROCEEDINGS

1. **Rules for Disciplinary Proceedings.** Divine Word College, as an institution of higher learning, is committed to respecting the dignity and rights of each individual person. Processes are in place to ensure fair treatment of students by faculty members, formation personnel, administrators, staff, employees and other students.
2. **Complaints.** Any administrative official of the College, any member of the faculty, any staff or any student of the College may file complaints against any student of the College for misconduct. The complaints shall be filed with the Dean of Students. In extraordinary circumstances, the Dean may suspend the student pending consideration of the case.
3. **Informal Procedure.** Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. All parties involved in a misconduct complaint are encouraged to work out the differences, to resolve underlying problems, and to handle grievances by means of dialogue and mediation with the assistance of their formation directors and school personnel, including the college counselor and spiritual directors, faculty and staff members as well as college administrators. At the judgement of the Dean, an investigative process for the purpose of ascertaining the grounds and merit for dismissing the complaint may be initiated.
4. **Formal Procedure.** A formal procedure for handling a complaint may be initiated when all informal means have failed in resolving the differences and handling the grievances to the satisfaction of involved parties. The Dean shall send written copies of the charges to all the concerned parties, documenting the nature of the complaint and explaining all applicable procedures for attaining equitable outcomes to the case. As part of the complaint's

documentation, the Dean shall set a time for the hearing, which shall take place within five working days from the date of notification of the formal complaint.

5. **Possible Withdrawal.** At the end of the formal procedure, the Dean of Students with the consent of members of the Formation and Student Life Committee (FSLC), will make known in writing any recommendations and/or decisions to the student involved and the appropriate Vice President will make known in writing the recommendations and/or decisions to faculty or staff involved. Within five working days of receiving the decisions and/or recommendations, the concerned student may submit a formal letter to the Dean of Students and the Vice President for Academic Affairs (VPAA) requesting formal withdrawal from the College. If the concerned student is a minor (under 18 years of age), the letter requesting formal withdrawal from the College and its programs requires the consent and signature (s) from the parents or legal guardian to be effective.
6. **Appeal.** The student receiving the formal complaint may appeal the recommendations and/or decisions of the Dean of students. Within three working days after the receipt of the decision of the Dean, the student against whom the charges are made will respond in writing to the Dean of Students about his/her intent to appeal. the Dean shall refer the request to the Formation Appeals Committee, which will make a recommendation to the Dean to:
 - 6.1 deny the student registration for the following semester;
 - 6.2 place the student on formation probation;
 - 6.3 be sanctioned by other disciplinary measures as listed in the Student Handbook.
7. **Final Decision.** The Dean of Students shall be responsible for executing the final decision concerning the student, taking into consideration the recommendations and/or decisions of the FAC. The final decision by the Dean shall be binding and subject to no further appeal. In the case of a sanction that involves the student's dismissal from the College, the Dean shall consult with the College President and the Vice President for Academic Affairs.

107 STUDENT MISCONDUCT

1. **Misconduct.** Students enrolling in Divine Word College assume an obligation to behave in a manner compatible with the College's function as a Catholic educational institution oriented toward religious life and ministry. Misconduct for which students are subject to discipline falls into the following categories:
 - 1.1 **Physical abuse,** verbal and physical abuse of any person on college-owned or controlled property college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

- 1.2 **Others unacceptable behaviors** are described in Chapter 5 of the *DWC Policy Handbook*. These include sexual harassment and abuse, bullying, stalking, etc.
- 1.3 **Dishonesty**, such as cheating, plagiarism, misuse of electronic media, or knowingly furnishing false information to the College.
- 1.4 **Forgery**, alteration or misuse of College documents, records, or identification.
- 1.5 **Obstruction or disruption** of teaching, research, administration, formation program, or other College activities including its public service functions, or of the other authorized activities on College premises.
- 1.6 **Theft** of or damage to property of the College, or of a member of the College community or campus visitor.
- 1.7 **Use of College cars** without permission (*Student Handbook 804*).
- 1.8 **Use of a College car** while drinking alcoholic beverages and/or smoking, using a non-hands-free cell phone or texting while driving, failure to use a seat-belt.
- 1.9 **Violations of College policies** or of campus regulations concerning the registration of student organizations.
- 1.10 **Misuse** of College facilities.
- 1.11 **Conduct that brings discredit** upon the College, either on or off campus; or conduct is considered a **serious moral fault** according to the common moral code of the Roman Catholic Church which includes, but is not limited to, verbal abuse, sexual abuse, sexual harassment, physical assault, pornography, excessive gambling, inappropriate use of computers, etc.
- 1.12 Use, possession, or distribution of **alcohol or drugs** on campus except as expressly permitted by law, or the *Student Handbook*.
- 1.13 **Violation of the Smoking Policy** on Campus, see Smoking Policy (*DWC Policy Handbook, 5.29*).
- 1.14 **Disorderly conduct**, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.
- 1.15 Any act which violates **federal and/or state law**, local ordinances or College policies whether on or off College property.
- 1.16 **Possession of firearms** or any kind of weapon on campus.
- 1.17 **Unauthorized possession** of a master key.

- 1.18 **Unauthorized entry** of offices, dorms, or buildings.
2. **Additional causes for disciplinary action or dismissal.** What is intended here is ongoing failure which is disruptive and destructive.
 - 2.1 Failure to comply with the values found in the **Religious Formation Program**.
 - 2.2 Lack of evident **vocation/formation motivation**.
 - 2.3 **Failure to respect** differences of nationality, race, gender, sexual orientation, and culture.
 - 2.4 Failure to avoid overt jealousy and aversions, dissensions and all negative criticism that impair fraternity and community togetherness.
 - 2.5 Failure to refrain from anything that brings harm to **a student's or a faculty member's good name**.

108 FORMATION SANCTIONS

1. Students may be subject to any of the following sanctions deemed necessary by the Dean of Students, in consultation with the Formation & Student Life Committee (FSLC), and/or the Formation Appeals Committee (FAC).
 - 1.1 **Admonition.** *An oral warning* to students who have violated the rules.
 - 1.2 **Warning.** *A written notice* that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
 - 1.3 **Restitution.** Reimbursement for damage to or misappropriation of property; reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
 - 1.4 **Monetary Fines.** Fines may be imposed as specified in the current rules and regulations; or as deemed appropriate by the FSLC and/or the Dean of Students.
 - 1.5 **Loss of Privileges.** Misuse of College property (including cars, computers, pool, etc.) may result in the loss of the privilege to use them for a period.
 - 1.6 **Formation Probation.** Exclusion from participation in privileges or extra-curricular College activities as set forth in the notice of formation probation for a specified period of time; composition of such sanction as may be deemed appropriate.
 - 1.7 **Expulsion.** Expulsion of student for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

2. **Altercations with faculty or staff.** In case of an altercation between a faculty member and a student, or a staff member and a student, the normal procedure to follow shall be:

- 2.1 The parties involved shall discuss the problem and try to reach an agreement.
- 2.2 Gender or cultural differences can be taken into account and either party can request a neutral third person from the faculty or administration to mediate the problem.
- 2.3 If a satisfactory agreement cannot be reached or the problem continues, then an Early Student Intervention form should be sent to: the Dean of Students, the Vice President for Academic Affairs, the Vice President for Operations, the student's Formator, or the Counselor, as appropriate. The student should receive a copy of the Early Student Intervention form. A copy of the Early Student Intervention form should always be sent to the Dean of Students so he is aware of the problem.
- 2.4 If the problem continues, then a formal letter of complaint should be filed with the Dean of Students and/or the Vice President for Academic Affairs.
- 2.5 After receiving the formal complaint, the Dean of Students, the Vice President for Academic Affairs or the Vice President for Operations will investigate the complaint. (See No. 106, Disciplinary Procedures)
- 2.6 Depending on the outcome of the investigation the following could be done:
 - a. The Student may be required to see the Counselor.
 - b. The student may be put on probation.
 - c. The student may be brought before the Faculty & Student Life Committee and/or the Academic Appeals Committee.
 - d. The student may be expelled from class if the problem is severe enough.

3. **Dismissal from class.**

- 3.1 The faculty member has a right to dismiss a student from a particular class period if the problem is detrimental to the purposes and objectives of the class.
- 3.2 When a student is dismissed from a particular class period, the following persons should be informed in writing within 24 hours: The Dean of Students, the Vice President of Academic Affairs, and the Department Chair.
- 3.3 The student should receive a copy of the complaint which is filed by the faculty member.
- 3.4 An investigation will take place. The rules for Disciplinary Procedures (*Student Handbook No.109*) will be used if needed.

109 FORMATION APPEALS COMMITTEE

1. Purpose

The Formation Appeals Committee (FAC) provides an impartial hearing for students who wish to appeal decisions made by the Dean of Students. The FAC assures integrity in formational decisions by upholding standards of fair process and honorable conduct in accord with norms stated in the Student Handbook, the Religious Formation Program, the College Handbook and the College Catalog. The FAC ensures a fair process for review of a decision made by the Dean of Students when a student makes a formal appeal.

2. Membership

The Formation Appeals Committee consists of the Associate Dean of Students as chair, two students one of whom is the President of the Student Senate, the Faculty Representative in the Formation Committee, and an SVD who is not in the Formation Committee. The College President appoints or confirms members of the committee.

3. Process

- 3.1 The student initiates the appeal by submitting a written request for a hearing to the Dean of Students. The student should provide any supporting documentation with the request.
- 3.2 The Dean of Students notifies the FAC and provides relevant material and evidence, including the student's written appeal.
- 3.3 The FAC will review material, evidence and reasons for appeal.
- 3.4 The FAC will meet within five business days of receiving the written material.
- 3.5 The student making the appeal will have the right to appear before the FAC to clarify and/or to present circumstances of his/her case.
- 3.6 At the student's request, any formation director or faculty member of the student's choice may attend the appeal hearing in an advisory capacity.
- 3.7 Within 48 hours after a hearing, the FAC will inform the Dean of Students of its recommendation.
- 3.8 The Dean of Students implements the recommendation, either affirms or rejects it.

110 JURISDICTION

1. The FSLC may, having considered the evidence together with the recommendation of the Dean of Students or the group of current formation directors:

- 1.1 Deny the student registration for the following semester.
 - 1.2 Place the student on formation probation.
 - 1.3 Use any or all Sanctions listed in Section 107 of the *Student Handbook*.
2. If students are placed on formation probation, they should be given a written notice that their scholarship is rescinded and that they will be dismissed or denied registration if they continue to act as listed in the letter of probation. Copies of this notice should be given to the students' Formation Director and also sent to the parents or the guardians of students under 18 years of age.
 3. If, after being on formation probation, a student continues to act in a manner harmful to self, to others, or to the College, procedures toward dismissal or denial of registration are initiated through the Dean of Students.
 4. If the student's behaviors are egregiously offensive, the Dean of Students may initiate procedures for dismissal immediately.
 5. The Dean on his own may use Sanctions 1.1 – 1.7, defined in Section 108 of the *Student Handbook*.
 6. The Dean in consultation with the FSLC may place a student on probation when the student violates any of the proscriptions in Section 107.
 7. Toward the end of the probationary period, the students' status is to be reviewed by the FSLC for possible removal from probationary status.

111 SUBSTANCE USE AND ABUSE

1. Use and Possession of Intoxicants

- 1.1 Divine Word College recognizes that students are adults and are expected to obey the law and take personal responsibility for their conduct; however, students will be disciplined if their use of alcohol creates a public disturbance, danger to themselves and/or others, or property damage.

All students are to obey the laws of the State of Iowa and the regulations of the College concerning the use and/or possession of alcohol, prescription or non-prescription drugs, and illegal drugs. The legislation reads in part:

“A person shall not sell, give, or otherwise supply alcoholic liquor, wine or beer to any person knowingly or having reasonable cause to believe that person to be under the legal age of 21.”

“A person or persons under the legal age shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under the legal age within a private home and with the knowledge, presence, and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under the legal age may handle alcoholic beverages, wine, and beer during the regular course of the person’s employment by a liquor control licensee, or wine or beer permittee under this chapter.” (Code of Iowa, Section 123.47)

“A person shall not sell, dispense, or give to any intoxicated person, or one simulating intoxication, any alcoholic liquor, wine or beer.” (Code of Iowa, Section 123.49)

“Any person who violates any of the provisions of Section 123.49 shall be “Guilty of a simple misdemeanor.” (Code of Iowa, Section 123.50)

- 1.2 In accord with the Iowa Code, students of the legal age (21 years of age and older) may drink alcoholic beverages. To sell or give or otherwise provide a person under the legal age with alcoholic beverages is prohibited.
- 1.3 The legal age for qualifying as a bartender is 18 and over. (Code of Iowa, Section 123.47)
- 1.4 The consumption of alcoholic beverages is limited to the recreation area: Pour House, student lounge, TV rooms, Bro. Leonard’s House lounge, Megan Hall lounges and TV rooms, Arkfeld House lounges and TV room.
- 1.5 Alcohol is not permitted in any areas unless permission is granted by the Dean of Students.
- 1.6 Violation of the above regulations will be dealt with strictly. Such violations will result in the confiscation of the alcoholic beverage and may result in the revocation, for a specific period, of the student’s privilege regarding drinking. It may also result in formation probation. If such violations continue, the student will be brought before the FSLC.
- 1.7 The use of alcoholic beverages does not excuse one from respect towards others, towards the property of others, or towards a general atmosphere of quiet in the dorms.
- 1.8 The preceding guidelines are to be considered an integral part of formation for a mature Christian and for someone considering the religious, missionary and ministry vocation. They are intended to encourage both responsible enjoyment of alcohol and a gradual self-mastery as well.

1.9 A student may not drink alcoholic beverages before or while driving a College-owned vehicle.

2. DUI Policy

A student arrested for DUI (Driving Under the Influence) is ordinarily subject to immediate dismissal from Divine Word College. A student may appeal a dismissal decision to the Formation Appeals Committee if there are mitigating circumstances warranting consideration. The decision to consider an appeal rests with the FSLC.

3. Drugs

No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules "I" through "V" of Section 202 of the "Controlled Substances Act (21 U.S.C. 812).

As a condition of matriculation each student shall notify the Dean of Students of his conviction of any criminal drug statute for a violation occurring in the workplace a defined above. Such notification shall be provided no later than 5 days after such conviction. (DWC Policy Handbook, 5.09)

The policy of the College in regard to drugs is that anyone possessing and/or using illegal drugs is subject to immediate dismissal by the Dean of Students.

4. Smoking

- 4.1 In compliance with the Iowa Smokefree Air Act (HF-2212 142 D.1), and to protect the health of our students, faculty, staff and visitors, Divine Word College prohibits the use of tobacco products on its campus. Campus includes all College buildings, grounds, parking lots, College vehicles (regardless of location), athletic fields, dock areas and personal or commercial vehicles while on the DWC campus.
- 4.2 Tobacco products include, but are not limited to: cigarettes, cigars, pipes, e-cigarettes, vaping, and all smokeless tobacco products such as chew and snuff.
- 4.3 This policy extends to employees, residents, visitors and students.
- 4.4 The policy applies at all times, including school-sponsored and non-school-sponsored events.
- 4.5 Under no circumstances may any tobacco product be sold on campus.

200 STUDENT RESPONSIBILITIES

1. **Formation group.** Each student is a member of a formation group. In circumstances where an individual is not at the point where he/she can profitably take part in the group process, other arrangements can be made temporarily with the Dean of Students. But, eventually, each student is expected to participate in the formation process.
2. **Formation group meeting.** Formation groups meet periodically for a minimum of one hour. This meeting has priority over all other activities. Students who need to be excused from the meetings must have specific permission from the Vice President for Formation.
3. **Goal setting.** All students meet at the beginning of each semester to set goals. Students meet with their formation director at the end of each semester and for an end-of-year evaluation.
4. **Spiritual Direction.** Juniors and Seniors choose a spiritual director. Seniors meet for spiritual direction every two weeks, Juniors every three weeks. While ideally the initiative lies with the students, their spiritual directors have the option of contacting the students if they have not been living up to the agreements, either explicitly stated or implied in the program, in regard to the frequency of meetings. Freshmen, Sophomores, and ESL students are able to choose a spiritual director and are expected to meet with them once a month.
5. **Eucharistic liturgy.** Daily participation in the Eucharistic liturgy is required, except for Saturday. Two weekdays so designated by the College Chaplain are large community liturgies, at which all members are present. Each formation group celebrates the liturgy at least once a week as a group.
6. **Communal reconciliation services** are scheduled twice a year (Advent and Lent). While individuals are not required to go to confession at these, they are required to attend and to participate in the public sections of the penance service.
7. **Spiritual life.** Such practices as personal prayer, communal prayer, spiritual and scriptural readings on a consistent basis should be considered to be absolutely necessary if students are to grow in their spiritual life and relationship with Jesus Christ.
8. **Retreat.** Once a year each formation group meets at a location outside the College for a retreat.
9. **Ministries.** Beginning with the second semester as a Freshman to Pre-Novitiate (including Associates), students are to be involved in Ministries offered by the College during each semester of the school year. Students are required to participate in reflection sessions and evaluations that are part of the Ministry Program. ESL students of level 6 and above are required to participate in the Ministry Program several times each semester.
10. **Celibate way of life.** All students in the Formation Program are to live the celibate way of life. Accordingly, dating or giving the appearance of romantic and/or sexual involvement

with another are unacceptable and will lead to disciplinary action. Lay ministry students should live a Christian life which honors the teaching of the Catholic Church.

11. **Religious Formation Program.** In the cases where students are attending courses at other colleges in the area, they are still to meet the expectations as outlined in the Religious Formation Program.
12. **Community functions.** All students are expected to participate in the following community functions: conferences, liturgy preparation, graduation, mission symposium, Family Feast, work days, the Holy Week Triduum, and other specified occasions.
13. **Curfew.** On nights before a class day, students are required to be back at the College by midnight. On nights before a free day, this is extended to 1:00 a.m. Exceptions to this should be cleared with the Dean of Students.
14. **Academics.** It is the responsibility of students to meet with their Academic Advisor regularly. At least twice a semester, at mid-term and after the final exams, students are advised of their academic standing, registration, and pre-registration. Registration is not accepted without the advisor's signature. Failure to meet the minimal academic requirements will result in being placed on Academic Probation. Restrictions and possible sanctions may also be imposed.
15. **Human formation.** Students are to be involved in a formation program whose objective is the good health necessary for active apostolic life. This program includes proper diet, regular exercise, necessary hours of sleep, and creative use of leisure time.
16. **Arriving/Departing.** Students are required to leave at the end of the semester and to return at the beginning of the semester on the dates designated in the college Almanac. Exceptions to this should be cleared in writing with the Dean of Students and the Vice President for Academic Affairs before any travel arrangements are made.

201 COLLEGE LANGUAGE

1. Students are required to speak English in all public and private areas of the College campus. Consistent use of English is essential for acquiring the professional competency needed for academic success, for facilitating effective interpersonal communication, and for building an intercultural community. Students, faculty, staff, SVD, and formation directors are responsible for creating a mutually supportive academic and formation environment wherein students may continually improve English fluency, and wherein all may feel included and welcomed. Special exceptions apply from 7:00 p.m. Friday through Saturday, cultural celebrations, emergencies, and other common-sense occasions (spiritual direction, counseling, entertaining guests, studying another language). Students who fail to adhere to the English Language Policy are subject to disciplinary action.
2. The Vice President for Academic Affairs and the Vice President for Formation will periodically explain and review the implementation of this policy.

3. **Disciplinary Action:**

- 3.1 **First violation:** Direct reminder to the offender and inform the Dean of Students. (For the first three levels of ESL students there will be more reminders.)
- 3.2 **Second violation:** Same process as first violation, and the Dean of Students will issue an oral warning to the offender.
- 3.3 **Third violation:** Same process as first violation, and the Dean of Students will issue a written warning.
- 3.4 **Fourth violation:** Same process as first violation, and the Dean of Students will place the offender on formation probation.
- 3.5 **Fifth violation:** Same process as first violation. The offender will be expelled and before expulsion, the offender has the right to appeal to the Formation Appeal Committee.

202 APPEARANCE

1. A sense of **personal self-worth** should pervade the totality of each one's life, ranging from their appearance, attire, residence, the quality of their work, application, responsibility to self, and their functioning as an active rather than a passive member of the community, e.g., formation group meetings, classes, ministries, liturgical functions, and conferences.
2. In line with the Religious Formation Program's call for **self-respect and respect for others** is a sense of attire/appearance appropriate for a candidate for religious life. Final determination of the appropriateness of attire/appearance is the responsibility of the Dean of Students and the Formation and Student Life Committee (FSLC).
3. One of the basic distinctions **to be sensitive** to in regard to attire is the difference between public areas of the house and private living quarters. The dorms are the students' home and there they may dress comfortably. In public areas of the College, students must be aware of visitors, their expectations and the fact that they are preparing for a ministerial way of life.

203 DRESS CODE

1. **Formal dress for men** - shirt with collar and tie, religious habit for those in vows, dress slacks, cultural attire, sweater or suit, dress shoes.
2. **Formal dress for women** - religious habit, dress, dress slacks, dress shirt, skirts, pant suit, sweater, and dress shoes.
3. **Semi-formal for men** – religious habit, shirt with collar, polo shirt, dress slacks, dress shoes.

4. **Semi-formal for women** - religious habit, dresses, skirts, slacks, casual shirts, dress shoes or dress sandals.
5. **Informal** – shirt with collar, polo shirt, sweatshirt, jeans, dress shoes or tennis shoes or dress sandals, NB: no T-shirt, no slippers.
6. **Casual** – jeans, sweat pants, tennis shoes or casual sandals, T-shirts with appropriate designs or wordings, and slippers can be worn for out-door activities.

204 IMPLEMENTATIONS OF THE DRESS CODE

1. Weekday Eucharistic celebrations and Sunday Vespers:
 - 1.1 For acolytes, lectors, cantors, musicians, and Eucharistic ministers – **semi or formal dress**.
 - 1.2 For all other students – **informal dress**.
2. Sunday and special Eucharistic celebrations:
 - 2.1 For acolytes, lectors, cantors, musicians, Eucharistic ministers, and ushers – **formal dress**.
 - 2.2 For all other students – **semi-formal or formal dress**.
3. Regular Hours (from breakfast to 9:00 p.m.) (except in the living quarters, gym, and swimming pool) – **informal dress**.
4. Any other times not mentioned above (normally after 9:00 p.m.) – casual dress, however, informal dress when there are meetings/ conference/ events.
5. **Hats and shorts** –are only to be worn in the dorms, gym and swimming pool, or in the building only after 9:00 p.m.
6. **Religious garb** (Roman collar and habits) are reserved only for religious. No student is to wear religious garb unless they are in vows.
7. Hair length, color and style should be appropriate for a college seminary.
8. Nose rings and body piercing, bodily decoration such as tattooing and bodily mutilation are ordinarily not allowed. In all cases, the Dean of Students makes final determination as to appropriateness of personal appearance.

300 ACADEMICS

Academic Regulations (e.g., permission for absence from class, etc.) are stated in the College Catalog. The student is responsible to learn and follow these regulations.

301 ACADEMIC HONOR CODE

1. As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College students and faculty are expected to be honest in every phase of their academic life.
2. Higher education encourages the free and open exchange of ideas. Divine Word College, therefore, recognizes the value of learning collaboratively and building on the work of others. When practiced honorably, collaboration and synthesis provide opportunities to deepen understanding, create new knowledge, and develop one's own voice. To effectively facilitate this dialog, participants have an ethical responsibility to appropriately cite all outside sources of information, and to take credit for only the work that is theirs alone.
3. Unless otherwise specified by the instructor, students must complete assignments by themselves (or if on a team assignment, with only their team members). If students use sources of any kind, they are expected to cite these sources accurately and appropriately. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from plagiarism, cheating, falsification or fabrication of data, or any other form of academic dishonesty.
 - 3.1 Plagiarism is a major form of academic dishonesty. Acts of plagiarism are acts of theft and fraud because they involve the misrepresentation of another's work as one's own to earn academic credit. Plagiarism also interferes with learning to the extent that the offender circumvents the required learning processes. Acts of plagiarism include but are not limited to the following:
 - a. Submitting as one's own the work of another such as a report, lab report, examination paper, computer file, research papers, articles, drawings, or other forms of intellectual property obtained from any other person, agency, or source, including the Internet.
 - b. Direct copying of any source that is someone else's, such as written or verbal material, computer files, audio disks, video programs, or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgment.
 - c. Paraphrasing of another's work or ideas without proper acknowledgments.
 - 3.2 Other forms of academic dishonesty include, but are not limited to:
 - a. Presenting as one's own work materials translated from sources in other languages.

- b. Presenting copyrighted or trademarked materials without obtaining proper permissions.
 - c. Copying some or all of a presentation from a website such as a TED talk or YouTube video.
 - d. Cheating on a test by copying from the paper of another student.
 - e. Using unauthorized sources of information such as crib notes or a smartphone during a test.
 - f. Having another student take an online test, or working together on an online test.
 - g. Submitting the same paper for different courses.
 - h. Falsifying data or fabricating evidence.
4. Instructors at Divine Word College have a responsibility to ensure that our students are educated about policies on plagiarism and ways of avoiding it. Instructors should include in their course syllabi a helpful statement about plagiarism. Incidents of academic dishonesty among students at Divine Word College will be handled initially by the instructor of the course in which the violation occurs. The instructor may consult with the student's academic advisors and/or the Department Chair prior to taking appropriate action. The penalties for the infractions will depend on the severity of the incident, and the frequency of the infractions. For the purposes of determining severity and appropriate sanction, plagiaristic offenses are classified into two levels:
5. Level 1 offenses are generally based on ignorance of the rules for citing sources.
- 5.1 Examples include:
- a. Using an improper citation.
 - b. Copying any part of any source with only minor changes in wording and syntax, even with acknowledgment of the original source.
 - c. Collaboration in an unauthorized manner with another student on an assignment
- 5.2 Possible Sanctions for Level 1 offenses:
- a. Face-to-face meeting with student and instructor to educate the student about plagiarism (within one week).
 - b. Verbal warning and policy review.
 - c. Loss of credit for the assignment (partial or total).

- d. Possibility of making up the assignment for a lower score (at discretion of instructor).
 - e. Written notification of incident, including evidence placed in the student's file
- 6. Level 2 offenses are seen as deliberate attempts to deceive the instructor and take credit for the work of others. The Department Chair, the Vice President for Academic Affairs, and the Dean of Students will receive written notification from the instructor of all level 2 incidents of academic dishonesty, including evidence.
 - 6.1 Examples include:
 - a. Plagiarizing a substantial amount (more than one sentence, or more than one instance per paper).
 - b. Translating material from foreign language sources without citation.
 - c. Copying and pasting from several outside sources without citations.
 - d. Copying part or all of a presentation from a video posted online.
 - e. Turning in work that was partially or wholly done by someone else.
 - f. Turning in the same paper for more than one class.
 - g. Falsifying data or making up data to support claims.
 - h. Cheating on a test.
 - i. A second reported Level 1 offense.
 - 6.2 Sanctions for the first Level 2 offense:
 - a. Face-to-face meeting with student, instructor, and student's advisors (within one week).
 - b. Written warning with evidence placed in student's file.
 - c. Loss of credit for the assignment.
 - d. No possibility of making up the assignment.
 - 6.3 A second Level 2 offense, in the same course or another, will lead to academic probation. A third Level 2 offense in any course will lead to failure in the course and a grade of WF on the transcript. A fourth Level 2 offense in any course will lead to dismissal from Divine Word College.
- 7. Students who feel they have been unfairly accused of academic dishonesty have the right to petition for review to the Department Chair. The Department Chair will meet with the student and the faculty member and examine the evidence to make a judgment about the

fact of plagiarism and the sanction imposed. If the student is dissatisfied with the Chair's decision, the student has the option of petitioning the Vice President of Academic Affairs to request a review of the case and the evidence. Students must make the request within two weeks of the incident. The Vice President of Academic Affairs will refer the case to the Academic Appeals Committee which will make a recommendation to the Vice President of Academic Affairs to uphold the sanction, modify the sanction, or dismiss the sanction. In any disputed case, the decision reached by the Vice President of Academic Affairs is final and binding. In the case of a sanction that involves the student's dismissal from the College, the Dean of Students and the President will be consulted.

302 ACADEMIC PROBATION

1. Failure to maintain the following minimum cumulative grade point average automatically places a student on academic probation: 1.7 for freshmen at the end of the first semester; 1.8 for freshmen at the end of the freshmen year; 1.9 for sophomores at the end of the first semester; 2.0 for sophomores at the end of the sophomore year; 2.0 for all juniors, and seniors.
2. A student on academic probation is to be given a written warning by the Vice President for Academic Affairs as to his/her status together with a statement of procedure. If a student is under 18 years of age, parents or guardians are notified concerning probationary status.
3. Students should not take more than 16 credit or non-credit hours during semesters in which they are on academic probation. For an exception, the student must appeal to the Vice President for Academic Affairs.
4. A student's academic advisor may recommend that a student take fewer than 15 credit hours during the semester(s) of academic probation. The student may appeal the advisor's decision to the Vice President for Academic Affairs.
5. Whenever a student is placed on academic probation, the Vice President for Academic Affairs (VPAA) will:
 - 5.1 Consider the student's case promptly.
 - 5.2 Consider non-academic talents, and especially vocational growth of the student, in establishing the conditions for remaining as a student at the College.
 - 5.3 Establish the conditions under which the student may return to good standing.
 - 5.4 Determine automatic refusal of registration to be effective at the end of any semester in which the student fails to satisfy the conditions set by the VPAA.
 - 5.5 Determine immediate dismissal if it is obvious that the student will not satisfy the conditions set by the VPAA.

- 5.6 Reconsider the student's case at the beginning of each succeeding semester in which the student is on probation.
6. After being placed on academic probation, the student has a maximum of two semesters to attain the required minimum cumulative scholastic average. If there are compelling extenuating circumstances, the student has three semesters to attain the required minimum C-GPA.
7. A student may appeal the decision of the Vice President for Academic Affairs to the President.
8. Dismissal is automatic if the student does not attain the minimum C-GPA for the student's classification by the end of:
 - 8.1 Two consecutive semesters after being placed on academic probation, unless the student is given a one semester extension, by the VPAA, for compelling, extenuating circumstances.
 - 8.2 Three non-consecutive semesters on academic probation in the case of extenuating circumstances as determined by the VPAA.
9. A student must meet the standards of satisfactory progress for continued eligibility in the federal student aid programs. These are listed in the Student Financial Resources section.

303 TEXTBOOKS

1. Book Rental fee is charged to all students per semester. This fee is subject to change (see the College Catalog).
2. No writing, highlighting and markings in rental books.
3. Students may purchase the rental books at the end of the semester for one-half the original cost of the book. Cash only.
4. Books are to be returned to the bookstore after each semester. Students returning books after the bookstore is closed will be charged a \$10 late fee.
5. All fees must be paid before receiving books for the next semester.

400 STUDENT CHANNELS OF COMMUNICATION

This section of the *Student Handbook* is designed to give students an outline of the available channels of communication. Open dialogue and communication of ideas and concerns are encouraged.

401 FORMATIONAL/ SPIRITUAL

The purpose of the Religious Formation Program is to enable students to be physically, mentally, and spiritually healthy, integrated persons, committed to a life formed after Jesus Christ, so that they can then make a free and mature decision regarding their life's vocation.

1. Vice President for Formation

The Vice President for Formation of the College, who may or may not be concurrently the Dean of Students, is appointed by the President for a three-year term. The Vice President for Formation is responsible for the implementation of the Religious Formation Program. He coordinates the efforts of the formation personnel in the harmonious achievement of the aims and purposes of the Religious Formation Program.

2. Dean of Students/Associate Dean/Assistant Dean

The Dean of Students is directly responsible for the supervision of the students: exercises general supervision over social and cultural activities; communicates with the faculty, student body, and administration on matters concerned with student life; implements the regulations of the Student Handbook in terms of deportment; works closely with the Student Senate; refers students for non-academic counseling; maintains ultimate supervision over students involved in the Work-study and Community Service Program; and is the Health Services Coordinator or delegates such responsibilities to another qualified person, and is responsible for student safety. The Associate Dean and Assistant Dean share responsibility with the Dean of Students.

3. Formation Directors and Formation and Student Life Committee

The Formation directors work together with and are responsible to the Vice President for Formation. Together, the Formation directors and Formation and Student Life Committee evaluate the progress among the students so that a viable program is maintained in achieving the objectives of the College.

4. Formation Group System

Typically, students are divided into formation groups according to class, and each formation group meets once a week with their formation director for the purpose of their development according to the Religious Formation Program. The Formation Directors are directly responsible for the students in their groups. The Formation Directors carry out this responsibility in the following ways: group activities, individual interview, referral, end of the year evaluations, and cooperation with disciplinary policies.

5. Coordinator of Spiritual Life

The Coordinator for Spiritual Life addresses the personal dimensions of spiritual formation through the implementation of the faith-development program, which prepares all students for one-on-one spiritual direction. Associate spiritual directors work hand in hand with the Spiritual Life Coordinator to help and assist students to grow and mature in their responsibilities, to establish a life of prayer, to deepen their discernment in religious life, to cope with the stresses of the college seminary environment, and to help instill all other values that define the religious/missionary life of the students.

6. College Counselor

The Counselor provides opportunities for personal counseling, receives referrals from the Vice President for Formation, Vice President for Academic Affairs, Dean of Students, formation directors and other faculty members, and holds a scheduled interview with each new student in the regular College program. The Counselor has available a variety of instruments which can facilitate self-understanding, vocational choice and psychological fitness for religious life. The Counselor is prepared to assist students in the areas of study skills, study habits, and time management. The year immediately prior to entering the Pre-Novitiate, students are required to take the designated psychological test which DWC has agreed upon. All test results will be strictly confidential and are only to be released with the written consent of the student. The signed release or written consent is to be kept in the Counselor's files.

The Counselor shall not hold any position that would in any way involve a threat to confidentiality. The Counselor shall not be involved in the discipline of the College. Above all, the Counselor shall have no vote, either for or against, any students of Divine Word College, while they are there, or after they leave without written consent of release from the students concerned.

402 ACADEMICS

Divine Word College promotes an integrated development of the spiritual, physical, psychosocial, and intellectual abilities of the students as maturing persons. The liberal arts program is designed to help students acquire knowledge, attitudes, and skills in both traditional and contemporary studies which can foster the student's growth in personal maturity and committed faith and provide an orientation to future ministerial service among God's people. It also strives to provide for the development of habits of creative and critical thinking as well as a facility in communication. (Catalog, General Information)

1. Vice President for Academic Affairs

The Vice President for Academic Affairs fosters and nurtures growth in academic excellence by assuming leadership and responsibility in shaping the curriculum, course planning, faculty orientation, assignment of teaching load, textbook adoption, and handling all other major academic concerns of the College and its faculty. The Vice President for Academic Affairs bears immediate responsibility under the authority of the President for the order and conduct of studies and exercise authority over both the instructors and students in academic matters.

2. Academic Advisor

At the time of admission, students are assigned academic advisors by the Vice President for Academic Affairs or the Director of the Intensive English Language Institute (IELI). The initial advising interview generally follows the student's completion of various placement tests. When students choose a major, the program chair or a faculty member appointed by the program chair, becomes their advisor. (Catalog, Academic Regulations)

3. Library Council

The function of the Library Council is to advise the Library Director on the allocation of funds, on the acquisition of library material, and on library policies. The Secretary of the Student Senate serves on this committee.

403 STUDENT LIFE/ CONCERNS

As members of the Student Body of DWC, all students work together for the common goals of the community. The purpose of the Student Body is to assume a shared responsibility for administration by providing student representation to the various parts of the College organization. (Constitution of the Student Body, 700).

1. Student Senate

The representative government of the Student Body is the Student Senate. The function of this government includes the administration of all student activities, the interpretation of its Constitution, and the dictation of its financial management. The Senate is composed of the President and Vice-president of the Student Body; the Secretary; the Treasurer; and a Senator from each formation group. The President of the Student Body shall be recognized as Chair of the Student Senate.

2. Student Coordinator/Committees

The various student coordinator/committees which fall under the jurisdiction of the Student Senate and which are responsible for various aspects of student life and concerns include:
Dining Room Coordinator (DRC)
Sports and Recreation Committee (SRC)

3. Dean's Forum

Twice each semester the Deans will organize and call a Dean's Forum to address the student body, providing opportunity for students to voice concerns, issues, ideas, etc., that affect student and college life.

500 RESIDENCE AND ROOM POLICIES

501 RESIDENCE HALL CONTRACT

1. The Dean of Students will assign students to either the dormitories or residences in Megan Hall and Arkfeld House. All room changes need to be approved by the Dean of Students.
2. The College Almanac gives the dates for the opening and closing of the dormitories and other residences. Exceptions can be made only with the approval of the Dean of Students.
3. Key Deposit: Upon arrival a room key can be obtained from the Dean of Students' office with a refundable \$10.00 deposit to be paid at the Business Office. Upon departure, the key must be returned to the Business Office. If, at any time, the key is lost, the deposit is forfeited. Another \$10.00 deposit is required for a new key.
4. Room Deposit: A room deposit of \$25.00 is required of each student to be paid at the Business Office. This deposit will be returned to the student after the end-of-year room inspection or at the time of withdrawal. The deposit is forfeited if the student does not follow the end-of-year check out policies (*Student Handbook*, 505). This includes all the rooms at dormitories and residences.
5. Any damage either from normal or careless use shall be reported to the Dean of Students.
6. Megan Hall, Arkfeld House and Bro. Leonard House are not alternative recreation areas for non-residential students. Any visitors to these buildings must be accompanied at all times by the host(s) and must leave the building by 10:00 p.m.
7. Non-College visitors to Megan Hall should ordinarily be met in the main building. As Megan Hall is a women's residence, both male visitors and students should not be invited into Megan Hall. Exceptions require the explicit approval of the Dean of Students for each occasion. Minors children must not be brought into Megan Hall unless accompanied by a parent.
8. All overnight guests must be approved by the Dean of Students in advance. Owing to emergencies that might arise, the Dean needs to be able to account for everyone.

502 ATMOSPHERE FOR STUDY

1. The dormitories and all other residential buildings are first and foremost meant to provide each individual as much privacy as possible, especially for studying, reading, praying, and sleeping. This must be kept in mind at all times, but especially when playing radios, stereos, electronic games and televisions and when visiting in student rooms.
2. In the main building dormitories, the lavatories, and all residential areas, silence begins each night at 10:30 p.m. The only exceptions are the student lounge and Pour House, and the pool/gym/TV areas. Visiting, conversation, and music can continue in the individual

dorm rooms provided it does not disturb one's roommate and is not heard in the corridor or in the adjacent rooms. Complete silence is observed in the dorm corridors and in the public areas outside the Deans' Offices after 10:30pm.

3. If students feel that their rights to quiet and privacy is being violated, they should first approach and express their concerns to the accountable individual(s). If no amicable solution is found, they should see the Dean on their floor.
4. Megan Hall and Arkfeld House will have silence in the corridors after 10:30 p.m. This allows for those who wish to go to bed early, ~~or to~~ have time for reflection or meditation, or to study.

503 ROOM CARE

1. Students are responsible and expected to keep their room clean and orderly. Do not move desks, bookcases and wardrobes.
2. No nails, thumb tacks, hooks or pins are to be driven into the walls, doors, ceilings, floors, woodwork or furniture. Pictures and posters and other decorations may be mounted on the walls with non-damaging adhesive.
3. Pictures and posters used in the rooms should reflect the kind of lifestyle and values we profess and aspire to. The College reserves the right to remove anything that does not meet these codes.
4. All room furnishings and decorations must meet the requirements of the state, local and College fire and safety ordinances and regulations. The College reserves the right to remove anything that does not meet these codes.
 - 4.1 Due to fire and health ordinances, cooking is limited in all student rooms.
 - 4.2 Electrical appliances, such as coffee makers, microwave, kettles and fans are permitted. But cooking appliances, such as toasters, corn poppers, frying pans, sandwich grills, hot plates and waffle irons, are prohibited because of the electrical load limitations and fire safety. The College reserves the right to remove unauthorized or dangerous appliances.
 - 4.3 Electrical heaters can be used, but only with the permission from the Dean of Students.
 - 4.4 No cloth or other flammable materials are permitted to be hung in the doorway in such a manner as to block movement in or out. Room decorations and wall hangings, such as sheers, flags, fish-netting, and macramé items, etc. are not to be draped or hung from the ceiling at any time.

- 4.5 Live Christmas trees and wreaths are not allowed in the rooms. Only fireproof artificial trees may be used. Spray snow and the likes may not be used to decorate windows or any other part of the room.
- 4.6 Students are prohibited to light candles in their rooms. The Dean of students will conduct periodic safety inspections of the dorms to insure the safe use of electrical appliances. The Dean of Students reserves the right to confiscate any items that, in his judgment, constitute a safety hazard.
5. Furniture is not to be taken from public parts of the building and from community rooms for use in one's private room. Permission from the Dean of Students is necessary to take out or put extra furniture in the College storage areas.
6. For safety reasons, beds are not to be placed on top of wardrobe or desks. Pop bottles, cans, foodstuffs and other objects are not to be placed between screen and window. No radio/TV aerials are to be strung outside the windows.
7. No animals, except fish, are allowed in the building or on campus.

504 END OF THE YEAR CLEAN-UP

Students are responsible for cleaning their rooms at the end of the year before departing for summer vacation.

1. All wardrobes and desks are to be cleared of personal belongings. No personal belongings are to be placed or stored in the dorm rooms or hallways. They are to be stored in the school storage room if they are neatly packed.
2. All trash and unwanted belongings, etc., are to be personally and properly disposed of. Appropriate places will be designated for those wishing to get rid of clothes and books.
3. Extra furniture, obtained with the Dean's permission, must be returned to its proper/original area.
4. All other College property (library books, AV equipment, sports equipment, etc.) must be returned to its proper place.
5. Mattress covers, blankets, and bed spreads are to be taken to the laundry room.
6. All posters and other objects attached to the walls are to be removed, together with their adhesive materials, and properly stored.
7. All cups, dishes, silverware need to be returned to the Pour House or kitchen.
8. Window sills, locker shelves, and desk drawers are to be cleaned out and wiped.

9. The floor is to be swept and damp-mopped.

505 END OF THE YEAR CHECK-OUT

1. Before leaving, students are to have their rooms inspected by the Deans of Students or the designated staff member. Rooms will be inspected for cleanliness, room care and damage. The room deposit is returned only after this inspection has been satisfied.
2. Students who do not have their room cleaned and in order at the designated time posted by the Dean of Students will forfeit their \$25.00 room deposit.

506 DAMAGE AND COSTS

1. The Business Office will directly charge students or their legal guardian(s) for any damage incurred while at DWC.
2. Students are responsible for all damages, lost property or unnecessary service cost caused by the students to the College because of neglect or intent. Such charges must be paid within seven (7) days after billing. Where two or more students shared the same liability for the damage or loss which might or might not be ascertained by the College, the cost of the damage will be divided and assessed equally between the responsible students, after giving the students the opportunity to explain the damage or loss.
3. Damages will be assessed as follows:
 - 3.1 For nails, thumb tacks, hooks or pins in the walls, floors, ceilings, doors, woodwork or furniture - a \$25 fine. If the damage is excessive, an additional fine will be assessed appropriately.
 - 3.2 For damage of equipment or furniture, the students will be charged for the cost of repair and/or replacement of the equipment/furniture, if deemed necessary.
4. All fines and damages are due before the end of each semester. Students with unpaid accounts will not be permitted to register for the following semester and no transfer of credit will be issued until the debts are paid.

507 KEYS

1. Students who need keys for special purposes because of their responsibilities (e.g., Sports coordinator, Pour House bartender, lifeguard, etc.) can obtain the proper keys from their supervisors.
2. Unauthorized possession of a master key is grounds for immediate dismissal.

508 DORM ROOM ENTRY

1. Divine Word College respects the student's rights for privacy within the college-learning environment and will strive to protect and guarantee this privacy. This policy is designed to ensure only legal and appropriate entry into a student's room by specifically authorized staff and to define the conditions under which authorized personnel may enter a student's room. A room may be entered under the following conditions:
 - 1.1 To provide room maintenance inspections, housekeeping, repair service or perform a safety inspection.
 - 1.2 When there is reasonable cause to believe that College regulations or laws are being violated.
 - 1.3 For an emergency situation that requires that the room be entered.
 - 1.4 When a resident vacates a room for a break period, to provide room maintenance, inspections, housekeeping, repair service or to perform safety inspections.
2. Illegal materials or items in plain view will be removed if they are noticed in the course of room maintenance, or in response to a violation of College or departmental policy. The resident will receive written notification of this action if confiscation of property is required when the student is absent.
3. A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the residents ample opportunity to open the door. If no response is received, the room may be entered under the four conditions listed above. Before entering a room with the use of a key, staff members will identify themselves.
4. Authorized College staff members who may enter a student's room are the Dean of Students or his associates, College administrators, maintenance, and safety personnel.

600 HEALTH SERVICES AND SAFETY & SECURITY

601 HEALTH SERVICES COORDINATOR

The Health Services Coordinator, appointed by the College President after nomination by the Vice President for Formation and Student Life, cares for the basic health needs of students and assists them during minor illnesses, e.g. the common cold, seasonal flu prevention, etc. The Coordinator ensures that health and vaccination records are in place and regularly updated. The Coordinator works with staff and student drivers in the scheduling of medical and dental appointments and the transportation of students to such appointments.

602 HEALTH AND ACCIDENT INSURANCE

Health and accident insurance for students are the responsibility of the student and/or their parents (or legal guardians). The College provides medical insurance for international students who receive full scholarship from the College.

603 STUDENT HEALTH SERVICES POLICY

1. The College receives some limited funds from donors to pay for student medical/dental expenses. These funds will be used on a “case by case basis” to pay for student medical/dental expenses based on the student’s financial needs, the availability of funds, and the seriousness of the medical condition. Medical/Dental services must be approved by the Health Services Coordinator and/or the Dean of Students prior to the services being provided.
 - 1.1 The Health Services Coordinator may approve services up to \$500 in consultation with the Dean of Students.
 - 1.2 The Dean of Students may approve services up to \$1,500.
 - 1.3 The Dean of Students and the Business Office Director must approve services over \$1,500.
2. Medical/Dental expenses the College will pay include:
 - 2.1 Basic dental care that is non-cosmetic in nature, such as cleaning, x-rays, fillings. Major dental care, such as crowns, root canals, and extractions, will be paid 80% by the College and 20% by the student.
 - 2.2 Medical care after reimbursement from medical insurance.
 - 2.3 Single pair of eye glasses not to exceed \$300 every two years.
3. Immunizations

- 3.1 Divine Word College's student health policy requires all students to have two verified MMR vaccinations after their first birthday. Usually these are noted as MMR or separate vaccinations to Rubeola (red measles), Mumps and German Measles on the vaccination record. Laboratory evidence of immunity (Rubeola and Rubella titers and Mumps IgG immune status) is acceptable in lieu of vaccination records. The signature and office stamp of physician or immunizing official must be affixed to all records. Individuals born before 1957 are not required to have these immunizations unless there is laboratory evidence of no immunity.

Divine Word College also requires students to be fully vaccinated for COVID-19. Other vaccinations may be required as the public health situation requires.

- 3.2 If a new student fails to provide documentation of the MMR or COVID-19 vaccines, the student can enroll in classes for one semester. During that semester, the student must obtain the required immunizations and follow all required health protocols. The College's Health Services Coordinator will assist the student in completing the required immunizations. The student's immunization record must be up-to-date by the start of the following semester; otherwise, the student will normally not be allowed to enroll for a second semester.
- 3.3 While not required, the meningitis vaccine is also recommended. As indicated on the health form, applicants should talk with their physician or nurse practitioner about this vaccine. Upon arrival at Divine Word College, the Health Services Coordinator will give all new students information about the advantages and disadvantages of the vaccine. Other recommended vaccines include those for chicken pox, hepatitis B and tetanus/diphtheria.

4. Tuberculosis Testing

All international students are required to have a Tuberculosis (TB) test completed in the United States within the past year if they are from a country noted as high risk by the Centers for Disease Control and Prevention (CDC). If they are known to be positive or have current positive results, a chest X-ray with a copy of the report is required.

604 POLICY FOR STUDENTS WITH DISABILITIES

1. Policy Statement

Divine Word College encourages qualified students with disabilities to participate fully in the community of Divine Word College. All faculty, staff, and administrators will actively support qualified students with disabilities in the College's educational programs, services,

and activities. Divine Word College prohibits unlawful discrimination against qualified students with disabilities. Therefore, Divine Word College will make reasonable accommodations for students with learning or physical/medical disabilities.

2. Definition

For this policy, and under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Title II of the Americans with Disability Act (ADA) of 1990:

"Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual."

"Qualified student with a disability" or **"qualified student"** means any student at the College (a) who has a physical or mental disability that substantially limits one or more major life activities, or has a record of such disability, or is regarded as having such a disability and (b) who meets the academic and technical standards requisite to admission to the College. Qualified students who pose a direct threat to the health or safety of others will not be allowed to participate in or benefit from services, benefits, privileges, advantages, or accommodations of the College. Conditions such as kleptomania, pyromania, and current users of illegal drugs and abusers of alcohol are excluded from the definition of an individual with a disability.

"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by modifying policies, practices, or procedures or by providing auxiliary aids or services.

3. Physical Accessibility

All campus buildings and facilities are to be accessible to the extent that barrier removal is readily achievable. In situations where a particular service, course, lab, program, event, or activity may be scheduled in a location that is inaccessible to a qualified student with a disability, the event or service will be relocated to an accessible location so as not to deny access, unless the relocation is not practicable or causes an undue burden. The qualified student with a disability is responsible for making accessibility needs known to the College far enough in advance to allow reasonable time for class or event relocation.

4. College Service and Activities

Any service or activity available to the general student population will also be made available to qualified students with disabilities if practicable unless the service or activity causes an undue burden or will fundamentally alter the nature of the service or activity. Such availability includes but is not limited to campus housing/dormitory, health services, insurance, academic, counseling, testing services, financial aid, scholarships, community service, work-study, orientation, registration, library access, tutoring, sports & and

recreation, food services, student activity programs, student organizations, commencement, and other cultural and social programs and activities.

Accommodation will be provided so long as the request does not cause an undue burden, does not pose a direct threat, and is made by the qualified student in sufficient time for the accommodation(s) to be arranged. While a request will be considered timely if received at least fourteen (14) calendar days before the scheduled event or service, earlier notification of the need for accommodations is preferred. If necessary, the College personnel responsible for the event or service will determine whether or not a request is timely and does not cause an undue burden. If a request is not readily achievable, the decision can be appealed to the Vice President for Formation & Dean of Students.

If a qualified student's disability is not foreseeable, the eligible student with a disability will not be required to provide 14 days' notice for the request for accommodations. In such an event, the student is encouraged to contact the College Counselor to discuss the student's needs as soon as possible.

5. Accommodation Inquiries

The Vice President for Formation & Dean of Students, Vice President for Academic Affairs, and respective faculty are responsible for modifying academic requirements to ensure that such requirements do not unlawfully discriminate or have the effect of unlawfully discriminating based on disability.

The qualified student is responsible for providing appropriate medical documentation of the nature and extent of the disability and the need for specific services or accommodations to the College Counselor (Disability Service Coordinator). Sometimes, the College Counselor will work with the student to arrange the test or assessment needed to have documentation. If possible, the student or the insurance would cover the cost. Suppose the College has reason to doubt the medical documentation's validity, accuracy, or completeness. In that case, the College may require a reexamination of the student and documentation by a service provider designated or approved by the College. In this case, all expenses are covered by the College.

The process for identification should begin with the qualified student registering with the College Counselor (Disability Services Coordinator), where he or she will receive procedural information and assistance in arranging needed services and accommodations. Qualified students with disabilities are expected to follow standard office procedures for requesting and acquiring services relative to a disability.

The College Counselor (Disability Services Coordinator) will work closely with the student and the faculty instructor(s) to implement the accommodation. This accommodation is tailored to balance the student's needs and each course's academic objectives. Instructor(s) are only required to provide accommodations once the student has presented the approved Request of Accommodation Form.

6. The guidelines for assessment and request of accommodation:

1. Students can make a request for accommodation at the Counseling Center by bringing the supporting documents.
 - a. Testing/medical result from Physician/Psychiatrist or
 - b. Previous supporting documents, which can be at most five years old.
2. Instructor(s) can request Early Student Intervention to inform the Counselor of a student's potential academic or formation problems in the class.
3. The Counselor will assess the student and decide on further action.
4. The Counselor, if needed, will send the student for testing.
5. Following consultations with the student, their Instructors, and/or Vice President for Academic Affairs, the Counselor will decide what accommodations are needed for the student.
6. The Counselor will file all the documents in the Counselor's office.

Students are responsible for the following:

1. Ensuring the instructor and the Vice President for Academic Affairs have received the accommodation letter.
2. Discussing accommodations and/or logistics with their instructor(s) before accommodations are implemented.
3. Reminding instructors of testing accommodations at least 48 hours before each test
4. Arranging for testing accommodations in the Counseling Center Office at least 48 hours before the test
5. Contacting the Counseling Center should accommodations need to be changed or amended, and then contacting the appropriate instructors with those changes.

Instructors are responsible for the following:

1. Keeping a record or a copy of the accommodation form
2. Implementing the accommodations as indicated
3. Contacting the Counseling Center Office with questions or concerns regarding accommodations.

Eligible Accommodations

1. Classroom Accommodations

- Schedule changes
- Taped lectures
- Note-taker support
- Outline of material covered in class
- Extra time for in-class writing, oral, and reading assignments
- List of specialized vocabulary words
- Limit external distractions
- Use of word processor for note taking
- Other specific needs

2. Course Accommodations

- Provide course reading list and textbooks in advance
- Provide Audiobook or second textbook for the students to write in
- Provide a clear syllabus and minimal changes made to it
- Provide a written outline of a lesson or written notes on lecture material
- Provide written versions of the lesson's main points that were posted on the board
- Other specific needs

3. Assignments

- Read directions for assignments
- Provide written directions for assignments
- Extended time on assignment
- Break the long assignment into small parts
- Permit writing assignments to be turned in on audio or given orally.
- Other specific needs

4. Exams

- Extended time for exams (up to 2x). Unlimited time is not an available accommodation.
- Use calculators
- Separate/alternative room for exam administration
- Use of dictionary or pocket speller
- No points are deducted for spelling errors
- Reschedule the final exam
- Test direction/questions read aloud
- Oral exams (possible with transcriber to record dictated answer)
- Other specific needs

605 COLLEGE SAFETY

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report and an annual security report. These reports outline fire safety systems, policies, practices, statistics, and emergency responses and procedures.

Divine Word College has an established Emergency Team which includes the President, Dean of Students, the Rector of the SVD Religious Community, Maintenance Personnel, and Vice President for Operations (VPO). Students, faculty, staff and the SVD community members are reminded that security is a shared responsibility and any emergency should be reported immediately to a member of the Emergency Team.

The Dean of Students or Formator on-call is available 24 hours a day to assist students for any emergency on campus.

606 COLLEGE SECURITY

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. Be certain that exit doors are not propped open. Do not give the access code or keys to the building or private room to anyone. For your protection, entrance doors are locked 24 hours a day in all residences.

Divine Word College complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990” and makes available information describing College policies related to fire safety, security and crime statistics to its students, faculty, and staff and to prospective students, faculty, and staff. These reports are available online from the *Student Life* link.

1. **Reporting** – Divine Word College does not have security officers but has assigned personnel who do have access to the county sheriff and ambulance service. If you are the victim of a crime or have information regarding a crime, report the crime immediately to the President, Dean of Students, or Rector of the Religious Community.
- **Phones** –In an emergency, students living in the main College dorms, Arkfeld House and Megan Hall must contact the Dean of Students or the Formator On-Call. Students living in off-campus housing will inform their supervisor.
2. **Timely Notice** – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, and that may pose a threat to others, the President or Dean of Students will use appropriate means to provide a general warning to the College community. This may include an electronic notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to these announcements and act prudently when warned.
3. **Dorms/Residence Halls** – Students are asked to be particularly careful about keeping all exterior doors closed and locked. For your safety and the safety of others, you should not permit non-residents into the dorm areas of the College, Megan Hall, and Arkfeld House, or off-campus housing.
4. **Security Awareness** – It is the responsibility of the Dean of Students and appropriate staff members to provide information to the students about security procedures and fire safety at least once each semester.
5. **Contact Person** – At the beginning of each semester, students register for courses with the Registrar. At that time, students are asked to update their personal information. Students are also asked to list a contact person in the event of an emergency. This information is confidential and is only available to authorized personnel.

6. **Entrance/Exit Doors** – All doors are locked twenty-four hours a day and require a code to enter. Please do not prop these doors open or share the code to outsiders.
7. **Classrooms** – In the event of an intruder or hostile environment, all classrooms, labs, library, offices, etc. lock from the inside. If an announcement is made for a lockdown, you are to proceed to the nearest room, lock the door, and remain until law enforcement individuals or College personnel come to get you.
8. **Photo IDs** – Everyone at DWC is provided with a photo ID for security reasons. You are asked to wear your ID at all times. Should there be an emergency situation at the College, law enforcement officials will recognize you as being a student or employee of the College.
9. **Visitors** – Visitors who come to the College are asked to sign in at the front desk and to wear a visitor pass. If you see someone in the building without a visitor pass or believe they may not be an invited guest, inform the Dean of Students or Formator-on-call immediately.
10. **Security Cameras** - Divine Word College utilizes security cameras on all of our buildings. Security cameras are used to monitor and record activity inside and outside the building. During business hours, the Business Office Receptionist monitors the main building cameras and reports any unusual activity to the Vice President for Operations. The DWC President can access video recordings as necessary.

607 EMERGENCY PROCEDURES

The Emergency Planning Committee and Emergency Team assist the administration of Divine Word College in providing for the welfare and safety of the College community. The Dean of Students reviews the emergency procedures with the student body at the beginning of each semester. Fire and tornado drills are conducted each semester according to state fire regulations.

1. Fire

- 1.1 Pull the nearest fire alarm if you see a fire/smoke.
- 1.2 When the fire alarm goes off leave the building immediately through the nearest exit! Walk fast, do not run!
- 1.3 Proceed to the soccer field and gather by your formation groups.
- 1.4 Stay on the field until the fire department gives the “all-clear” signal. If you are unable to return to the main building, proceed to Megan Hall. If you reside at Megan Hall or Arkfeld House and are unable to return to your residence, proceed to the main building.
- 1.5 Contact persons are assigned to each formation group. They are to inform the Dean of Students or Formator-on-call or the fire department directly if someone is missing in

their group. No one but the Fire Department is to go back into the building to look for someone who is missing.

1.6 Beware of emergency equipment that will come on campus.

2. **Tornado**

2.1 When a tornado warning is announced over the PA system and/or through texting, go immediately to the basement corridor (near the art room). Megan Hall residents go to the south end of the Megan Hall basement. Arkfeld House residents must go to the basement.

2.2 Stay clear of windows.

2.3 Gather in your formation group.

2.4 Remain there until the “all-clear” signal sounds.

3. **Active Shooter** (SafeColleges Procedure)

3.1 **Run**– If possible run to safety and help others to escape without endangering yourself. Call 911 when you reach a safe location.

3.2 **Hide**– If running away isn’t an option then shelter in a safe location and look for opportunity to escape. Move to a lockable room and barricade yourself. Move away from doors and windows. Remain quiet and silence your phone. Call 911 immediately.

3.3 **Fight**—Fighting should always be a last resort.

3.4 After the emergency is over, everyone gathers in the gym for a person count.

4. **Bomb Threat**

4.1 When the PA system announces a bomb threat, leave the building immediately through the nearest exit.

4.2 Go to the soccer field and line up in your formation group.

4.3 Remain on the field until the “all clear” signal is given.

5. **Severe Weather or Electrical Storm**

The lifeguards or Dean of Students should evacuate the swimming pool, soccer field and tennis courts immediately.

6. Inclement Weather – Off-Campus Students

Divine Word College rarely cancels class days due to inclement weather. It is the responsibility of each off-campus student to decide whether road conditions for his/her area prevent travel to the College.

For off-campus students, Divine Word College aligns its travel policy during inclement weather with those specified by the Western Dubuque Schools (WDS):

- If WDS cancels on-site classes due to hazardous road conditions, off-campus students will not be expected to drive to the College.
- If WDS delays classes due to hazardous road conditions, the students will arrive at the College within a half hour of the designated delay.
- If WDS announces an early dismissal due to hazardous road conditions, the students would depart early or plan to remain at the College overnight.

Student absences due to inclement weather will be excused; however, faculty will not be required to conduct classes via ZOOM during such circumstances. Affected students will be required to do the make-up work posted by instructors.

An off-campus student whose absence from class is due to inclement or adverse weather conditions should notify the Dean of Students and each of the affected instructors of their class absence by email in a timely fashion. The same requirement applies if an off-campus student decides that he/she must leave early because of inclement or adverse weather conditions.

Students should document all class absences utilizing the Student Class Absence Report [S-CAR] form, available on the www.dwci.edu website (DWC Community>Student Forms), within three business days.

608 MISSING STUDENT

If an employee or student suspects or knows that another student is missing, he/she should report the situation to the Dean of Students immediately. The Dean of Students and the President of the College will work to substantiate that the student is missing and then proceed to contact the area law enforcement. When a student is confirmed missing, the President will then inform the student's contact person about the missing student. If the student is under 18 years of age, the parent or guardian will be notified immediately.

700 THE STUDENT SENATE

The Student Senate represents the Student Body, which is composed of all DWC students.

701 PURPOSES

The purposes of the Student Senate of Divine Word College are:

1. To assume a shared responsibility for administration by providing student representation to the various parts of the College.
2. To provide a medium in which students have an opportunity to voice concerns regarding issues which affect them.
3. To lend support and direction to the committees and activities which fall under this organization's jurisdiction.
4. To facilitate harmonious relationships within the College and with the surrounding communities.

702 MEMBERS AND ORGANIZATION

1. The Student Senate consists of the four officers (President, Vice-President, Secretary, and Treasurer) and one Senator from each formation group.
 - 1.1 Formation groups shall be defined according to the official Student Roster produced by the Dean of Students in conjunction with the Registrar's Office at the beginning of each school year.
 - 1.2 Formation groups are comprised of: Pre-Novitiate (in the beginning of each new academic year, the incoming Pre-Novitiate class will choose a name for its formation group), Romans, Ephesians, Colossians, Galatians, St. Therese of the Child Jesus, St. Teresa of Avila, and SVD Jr.
 - 1.3 Any student not included in the formation groups has a right to vote.
2. The Student Senate meets every three weeks while school is in session, at a time and place designated by the President. The Secretary prepares, posts, and distributes the agenda, as well as any pertinent documents, to Senate members at least two days prior to the meeting.
3. All Student Senate meetings shall be "open" unless declared "closed" by the President. "Open" meetings are accessible to all students, College faculty, and community; "closed" are accessible only to members of the Student Senate.
4. A quorum of two-thirds of the Senate is required for any meeting. Should a quorum not be present, business of the Senate cannot be conducted and the meeting shall be rescheduled.

703 ELECTION OF OFFICERS

1. The four *ex officio* officers of the Student Senate are the President, Vice-President, Secretary, and Treasurer.
2. The terms of the *ex officio* officers begin the day after commencement to the next commencement. In case of vacancy, refer to 707.
3. The election of officers takes place between the beginning of the second semester and the first week of May. The election for the President takes place first. The election for the Vice-President, Secretary, and Treasurer occurs after the new President has been elected.
4. The Election Committee: Senate elects four senators to supervise elections. One senator is named chair of the committee.
 - 4.1 The President of the Student Senate meets with the Election Committee to explain candidacy requirements and voting procedures (704.)
 - 4.2 Members of the election committee are not eligible to run for any office. Those who accept membership on the election committee automatically decline eligibility as candidates for the election of officers.
 - 4.3 If a member of the election committee decides to run for an office after he has been named to the committee, he will inform the Chair of the Senate of his decision. After consulting with the officers, the Chair of the Senate will designate another senator to serve on the committee.
 - 4.4 The duties of the Election Committee include:
 - a. Announcing the election schedule.
 - b. Explaining the candidacy requirements and voting procedures to the Student Body.
 - c. Bringing the candidates' names, between the deadline of declaration and the time of the election, to the Dean of Students and to the Academic Dean to make sure that they are not on any probation.
 - d. Printing ballots, tabulating the votes, and posting the official results of the election.
5. Candidacy Eligibility
 - 5.1 Candidates for offices may not be on academic or formation probation.
 - 5.2 A candidate for the office of President of the Student Body must be a junior or senior at the time of election and have a cumulative GPA of at least 2.00.

- 5.3 Candidates for the offices of Vice-President, Secretary and Treasurer must be a sophomore, junior, or senior at the time of election and have a cumulative GPA of at least 2.00.
 - 5.4 Candidates must post a declaration of candidacy on the student bulletin board, or any other suitable place designated by the Election Committee, at least one week before the election.
 - 5.5 During the week before the election, the Election Committee will schedule a meeting of the Student Body. During this meeting each has 5 minutes to deliver a campaign speech. Non-Student Body members are invited to the meeting only as observers.
6. Voting Procedures in the Election of Officers
 - 6.1 Every member of the Student body has the right to vote.
 - 6.2 Voting will be conducted using secret (written) ballots, ensuring confidentiality.
 - 6.3 Voters are allowed to vote for only one declared candidate for each position.
 - 6.4 For the first ballot, if any candidate achieves a simple majority (more than 50% of the total number of votes cast), that candidate wins automatically. However, if no candidate achieves a simple majority, the Election Committee will designate a time for a second ballot.
 - 6.5 On the second ballot, only the top two candidates with the most votes will proceed for each position. A simple majority more than 50% of the total number of votes cast), will determine the winner among the remaining candidates.
 - 6.6 In the event of any tie between two candidates, the winner will be determined by flipping a coin. This coin flip will take place in the presence of the Dean of Students, the Assistant Dean of Students, and a member of the Election Committee.
 - 6.7 In exceptional circumstances, if a student cannot be present for the election, they may request an absentee ballot from the Election Committee. The absentee ballot must be submitted in a sealed envelope to the Election Committee and will only be opened when the votes are counted.
 - 6.8 An absentee ballot can only be used for one round of voting. If subsequent ballots are conducted, the student must either be physically present or request another absentee ballot.

704 ELECTION OF FORMATION GROUPS' SENATOR

1. Candidates for Senators must not be on academic or formation probation.

2. Any member of a formation groups, as defined in 702.1.2, is eligible to be elected as a formation group Senator except those who are currently serving as senate officers. Special students are excluded from running for the office of senator.
 - 2.1 Each formation group elects one Senator.
 - 2.2 If a formation group fails to elect a Senator, the President of the Student Senate shall appoint a Senator.
3. The term for Senators begins with their election and lasts until the end of the school year.
4. Voting Procedure for Election of Senators.
 - 4.1 Most often the Senator selection process is determined by acclamation. In the event an election is necessary, the election shall take place no later than the third week of the first semester of the school year.
 - 4.2 The voting shall be done by either secret or open ballots during a formation meeting or at another designated time approved by the Dean of Students or the President of the Student Senate.
 - 4.3 If any candidate achieves a simple majority (more than 50% of the total votes cast), that candidate wins automatically.
 - 4.4 In the event of any tie between two candidates, the winner will be determined by flipping a coin. This coin flip will take place in the presence of the Dean of Students, the Assistant Dean of Students, and a member of the Student Senate.

705 RIGHTS AND RESPONSIBILITIES OF OFFICERS AND SENATORS

1. President

The President of the Student Senate is the Chair of the Student Senate, an *ex officio* officer and has one vote, The President:

- 1.1 Has the right to call and address a General Assembly of the Student Body.
- 1.2 Represents the Student Body at public events or delegates this responsibility to another Student Senate member, preferably an officer.
- 1.3 Works closely with the Dean of Students and informs the Dean of all matters that are under the jurisdiction of the Student Senate.
- 1.4 Has the right to spend a total of \$50.00 per semester without the approval of the Student Senate. He/she must inform the Treasurer of such expenditures.

- 1.5 Presides at all meetings of the Student Senate. If, due to extraordinary circumstances, the Chair is unable to attend a meeting, the Vice-President of the Student Senate presides.
- 1.6 Has the right to call special meetings when necessary.
- 1.7 Proposes Senate procedures. These procedures require the approval of the Student Senate to be instituted. Once instituted, these procedures apply to all Student Senate meetings (regular and special). A Student Senate member may propose changes in procedures, but they require approval by the Student Senate.
- 1.8 Signs official documents together with the Secretary.

2. Vice-President

The Vice-President, as an *ex officio* officer of the Student Senate, has one vote and serves as chief advisor to the President in matters concerning the Student Senate and Student Body.

- 2.1 The Vice-President must be ready and willing to perform tasks delegated by the President throughout the year.
- 2.2 The Vice-President along with the Chair, shall meet with student representatives on the Student and College Committees to discuss the objectives set forth in 703.
- 2.3 If, due to extraordinary circumstances, the President of the Student Senate is unable to fulfill the responsibilities, the Vice-President shall assume these responsibilities until the President regains his/her full capability (e.g., presiding at Student Senate meetings).
- 2.4 If the President is unable to resume the responsibilities, the Vice-President becomes President and a new Vice-President shall be elected (704).

3. Secretary

The Secretary, as an *ex officio* officer of the Student Senate, has one vote.

- 3.1 At the beginning of the year, the Secretary prepares the Student Senate calendar. This calendar includes all dates pertinent to the Senate. Officers must approve the final calendar before it is distributed.
- 3.2 The Secretary prepares and posts the agenda for all regular and special Student Senate meetings. Any member of the Senate may propose items for the agenda prior to its publication.
- 3.3 After each Student Senate meeting prepares minutes and distributes them to Senators at least two days prior to the next meeting. The Senate must approve all minutes and the Secretary is responsible for making any approved changes.

- a. The Secretary, along with the President, signs Senate minutes and all other official documents.
 - b. The Secretary posts all approved minutes of open Student Senate meetings.
- 3.4 The Secretary maintains a file of all Senate meetings and transfers this file to the next Secretary at the end of the term. The file also includes an official copy of all documents produced by the Senate.

4. Treasurer

The Treasurer, as an *ex officio* officer of the Student Senate, has one vote.

- 4.1 The Treasurer is responsible for the financial management of all Student Senate funds. Funds are only kept on account in the College Business Office.
- a. The Treasurer shall perform only the transactions directed by the Student Senate, except in reference to 705.1.4
 - b. All financial transactions over \$50 require signatures of the Treasurer, the Dean of Students, and the person to whom the funds are entrusted.
 - c. The Treasurer is responsible for keeping record of income and expenses, making sure receipts for all expenditures are turned into the Business Office, and depositing unused in the Senate accounts.
- 4.2 The Treasurer prepares a budget at the beginning of each semester for approval by the Student Senate. Any adjustments to the budget must be approved by the Student Senate.
- a. Student Senate committees which require budgets must submit an itemized budget proposal to the Treasurer at the beginning of each semester.
 - b. If the Treasurer has any questions or objections to management of any committee funds, he shall bring the situation to the attention of the Student Senate.
- 4.3 The Treasurer is responsible for preparing and presenting a monthly, itemized financial report to the Student Senate. This report can be viewed by any student upon request.

5. Formation Group Senators

- 5.1 Each Senator has one vote.
- 5.2 The primary responsibilities of a Senator are to:

- a. Accurately represent the views of his/her formation group to the Senate.
- b. Effectively communicate information from the Senate back to the formation group.
- c. Actively attend all Student Senate meetings. In extraordinary cases, a Senator may secure a substitute for a particular meeting; however, that Senator forfeits the vote at that meeting as their substitute cannot vote on any issue.

706 STUDENT AND COLLEGE COMMITTEES

1. All student representatives on Student and College Committees must be members of a formation group (702.1.2)
2. At the beginning of the school year, the President of the Student Senate recommends nominees for the Student and College Committees. Recommendations of the President are firstly subject to approval by the Officers and then the final approval from the Dean of Students.
 - 2.1 The President and the Vice-President of the Student Body meet with the nominated representatives for Student and College Committees to discuss the objectives set forth in each committee.
 - 2.2 In the case of the Pour House manager and the Formation and Student Life Committee, because of their special and confidential nature, the President first seeks the approval of the Dean of Students, then consults with the approved nominees.
 - 2.3 Each student representative must follow the guidelines set forth in each committee.
 - 2.4 The President oversees the Student Committees (706.3).
 - 2.5 If the President has any objection to the work of any student representative on the Student/College Committees, he/she shall bring the situation to the attention of the Student Senate.
 - 2.6 The President of the Student Senate and along with one other student represent the Student Body on the following College Committees (706.4.2) and in addition to the Formation Appeals Committee.
3. Student Coordinator/Committees
 - 3.1 Dining Room Coordinator (DRC) - The DRC is responsible for supervising the general maintenance of the dining room, including scheduling dish crews, food service crews, and dining crew. The DRC signs work-study sheets for work in the dining room. He/she works in conjunction with the Dean of Students, the Work-study

Coordinator, the kitchen staff, school administrators in preparing the dining room for special events. The DRC may have an assistant.

3.2 Social Justice Coordinator (SJC) - The SJC is responsible for raising students' awareness of social justice issues on the local and world level. The SJC provides information and suggests courses of action. SJC receives a budget from the Student Senate.

3.3 Sports and Recreation Committee (SRC) - The SRC is responsible for organizing, promoting, and supervising intramural and extramural sports and other recreational activities. It is under the supervision of the Sports Coordinator and has a budget independent of the Student Senate.

4. College Committees

4.1 Since College committees frequently deal with confidential information, any breach of that confidentiality by a student representative is a serious matter. Such a breach of confidentiality by a student representative automatically results in that student's prohibition from serving on any Student or College committee and the Student Senate, for the rest of the school year and for a period of two full years thereafter. The College may impose its own sanctions.

4.2 Formation and Student Life Committee (FSLC) - The FSLC consists of the Vice President for Formation as Chair, the Deans of Students, the Associate Dean of Students, Formation Directors, the College Counselor, the College Chaplain, the Ministries Coordinator, and the Spiritual Life Coordinator.

The FSLC evaluates student progress and ensures that a viable program is maintained in achieving the objectives of the College. Three student representatives, one of whom must be the President of the Student Senate and must include both genders, serve on the FSLC as non-voting members.

4.3 Library Council - The function of the Library Council is to advise the Library Director on the allocation of funds, acquisitions and policies. The Secretary of the Student Senate serves as student representative on this Committee.

4.4 Sustainability Committee – The Sustainability Committee's purpose is to transform the SVD commitment to sustainability into a lived and witnessed reality at Divine Word College—in the academic and formation curriculum, in student life, and in institutional management. Two student representatives serve on this committee for a two-year term.

707 VACANCY AND REMOVAL

1. *Ex Officio* Officers

- 1.1 A process of removal of any of the four *Ex Officio* Officers of the Student Senate may be initiated with a petition signed by a majority of the members of the Student Body.
 - a. Such a petition for removal must contain the reasons for the requested removal and must be publicly posted.
 - b. If a petition for removal receives the required number of signatures, the Chair must call a special Senate meeting within 24 hours. Two Senate members, not the subject of the petition, are designated by the Senate to organize a Student Body vote for removal within one week. A two-thirds majority vote is required for the removal of any officer.
- 1.2 Vacancy in an office as a result of removal or other circumstances requires that the remaining officers organize a special election. If the Chair is vacant, refer to 705.2.4
 - a. If all four offices are vacant, the Senators shall serve as the Election committee and among themselves vote for the chair. Then, the Election Committee shall organize the special election.
 - b. The special election must be held no later than two weeks after the vacancy.
 - c. Election procedures and candidacy requirements follow those set down in 703.

2. Elected Senators

- 2.1 The process of removing a Senator may be initiated with a petition signed by a majority of the members the Senator's formation group.
 - a. Such a petition for removal must contain the reasons for the requested removal and be made public to the members of the formation group.
 - b. If a petition for removal receives the required number of signatures, the Chair must call an assembly of that formation group at its earliest convenience to vote for removal.
 - c. A two-thirds majority vote is required to remove any Senator from the Senate.
- 2.2 A vacancy in the Senate, as the result of removal or other circumstances, requires the President to organize a special election.
 - a. The special election must be held no later than two weeks after the vacancy occurs.

- b. Election procedures and candidacy requirements follow those set down in 704.
- 3. Student and College Committee Members
 - 3.1 Any student representative on any committee can be removed through a two thirds majority vote of the Student Senate.
 - a. Officers serving on College Committees as part of their office can only be replaced by another officer.
 - b. Removal from a College Committee is automatic in the case referred to in 706.4.1.
 - 3.2 A vacancy on a Student or College Committee, as a result of removal or other circumstances, requires that a replacement be made at the earliest convenience by the appropriate authority.
 - a. Appointments to committees follow regulations set down in 706.
 - b. While a position is vacant, the Chair fills the position until the vacancy has been properly filled.

708 AMENDING THE CONSTITUTIONS

- 1. Amendments to the Student Body Constitution may be proposed by any member of the Student Body or the Dean of Students.
 - 1.1 In order to be presented to the Student Body for a final vote, a proposed amendment must be approved by a two-thirds majority of the Student Body and by the Dean of Students.
 - 1.2 Students are invited to an open meeting for the discussion and approval of the proposed amendment. A quorum of the Student Senate must be present at this open meeting. The proposed amendment must then receive a two-thirds majority of votes of only the students present in order to become part of the Constitution.

If, due to extraordinary circumstances, a student is unable to be present at the open meeting for the voting, he may be allowed to enter an absentee ballot. This ballot must be given to the Chair of the Student Senate in a sealed envelope before the open meeting and shall not be opened until the time of tabulation of the votes.
 - 1.3 The proposed amendment approved by the Student Body is submitted to the Board of Administration through the Dean of Students for its final approval.

709 STUDENT ASSOCIATIONS

1. There are different groups, clubs and cultural associations formed by students. These groups are known as the Student Associations. All students are encouraged to organize and/or participate in such Student Associations.
2. The purposes of Student Associations:
 - 2.1 To develop cultural identity, support, friendship and leadership.
 - 2.2 To organize the various cultural activities and events throughout the year.
3. Constitution
 - 3.1 Each Student Association is required to form a Constitution for itself. The Constitution must be approved by the Dean of Students before it can be implemented.
 - 3.2 Each Student Association is encouraged to have a chaplain choosing from the members of the clergy or religious at DWC.

800 MISCELLANEOUS

1. **Absence from the College** - Students must inform the Dean of Students if they plan to be away from the College for any length of time, e.g., a weekend or overnight. The students are to leave their phone number where they can be contacted in case of necessity. In view of the concern for the personal growth which entails a relative independence from family and home, as well as the need to make community more central in one's life, absences from the College should be the exception rather than the common practice. For long-term absences from the College of a semester or more, students need to read the rules for a Student Leave of Absence (*DWC Policy Handbook # 12.04*) and complete the Student Leave of Absence Application Form.
2. **Banking** - It is advisable to bank personal money with the Business Office.
3. **Class absence due to health reasons** - The Deans of Students, Health Services Coordinator, or in the case of the students living in Arkfeld House, the Pre-Novitiate Formation Director may excuse them from class attendance for health reasons.
4. **College Facilities** - The gym and pool are for the use of the students, staff, faculty and SVDs. Permission for the use/rental of the gym, pool and/or all other campus facilities by other individuals or groups must be obtained from the Vice President for Operations who will consult with the Dean of Students. All groups using such facilities must be properly supervised and provide proof of their own insurance endorsed for activities on College property. Permission for the rental of classrooms, meeting rooms, etc., must be obtained from the Vice President for Operations, who will consult with the Vice President for Academic Affairs and the Dean of Students before granting such permission.

Student activities which involve the use of facilities by non-College personnel or groups should be cleared through the Dean of Students and the Vice President for Operations.

5. **College Property and Use of Portable Equipment** - College materials and property (e.g., sports equipment, tools, etc.) are available for student use with the permission of the person responsible for their supervision. Use of portable equipment such as blue-ray/DVD player may be borrowed from the library.
6. **Copy Machine** - The copiers are available only for faculty, staff and students of Divine Word College. Students may arrange for a personal access number for the copier machine through the Business Office. Otherwise, all personal copying should be paid to the Business Office.
7. **Firearms** - Equipment used in hunting, or any other weapons capable of inflicting personal injury are not allowed in the College. The possession of firearms or other weapons is grounds for immediate dismissal from the College.
8. **Food/Beverage** - Eating and drinking are not permitted in the following areas: gym, swimming pool, music rooms, chapel and chapel areas (including the organ loft, sacristies,

crypt), computer room, and ESL Lab. By special arrangement food and drink may be permitted in the crypt for special meetings, events, recollections, and retreats.

9. **Gambling** – Gambling, other than community organized games not involving money, is forbidden, and any student involved in such will be placed on formation probation for one complete semester.
10. **Intercultural Celebrations** - The College promotes intercultural celebrations and encourages its students to actively participate in different cultural celebrations and take pride in celebrating their uniqueness while appreciating the differences of others.
11. **Laundry** - Students take care of their own laundry. The College provides washing machines and dryers free of charge for students' use.
12. **Personal Property** –The College does not assume liability for the personal property of faculty, staff or students lost by theft or damage due to fire or other causes. Students should lock their rooms. They should not keep cash in their rooms. Students should report the loss of personal items to the Dean of Students. If the loss of an item appears to have resulted from theft, College authorities will inform the Dubuque County Sheriff's Department immediately. While reserving the right to do so, College officials will not ordinarily engage in a search of the premises for missing items. The Emergency Committee maintains a record of reports regarding missing or stolen items and their recovery.
13. **Phones** – College phones are primarily for College business. Personal calls should occur during break periods or at lunch time. Use of cell phones in the college seminary environment requires respect for others in the community, thus no calls in the dining room, during classes, in places where others are studying or expect quiet.
14. **Proper Rest** - Although there is no set “lights out” time, full participation in the community demands that students be in the proper physical and mental condition for such participation. This will in turn demand that students responsibly get the rest and sleep they need. Students are expected not only to be at Mass, for example, but also to be awake, alert, and able to contribute what is needed from them as members of the community to make community life, prayer, classes, etc., a full human experience.
15. **Public solicitation of funds** - Solicitations are made in cooperation with the Development Office and the approval of the President. Campus organizations may conduct raffles and lotteries in accordance with the provisions of Iowa Statutes. (For further information on the Policy for Solicitation of Funds, see *DWC Policy Handbook # 5.30*)
16. **Smoke detectors** – Detectors are installed throughout the College to protect lives and property. Anyone disarming or attempting to disarm smoke detectors (by covering, by shutting off electricity, etc.) shall be subject to immediate dismissal. It is illegal to pull a fire alarm and the Fire Marshall may charge the violator with a crime. During fire drills, the fire/smoke alarm system is tested by maintenance, at least twice per semester.

801 DINING ROOM AND KITCHEN

1. Outside of the designated meals students can help themselves to snacks such as sandwiches, bagels, peanut butter, jam, coffee, tea, hot chocolate, juice etc. available in the dining room.
2. For the sake of etiquette and propriety, the same kind of etiquette that one would use in a public restaurant also applies here. Accordingly, there is no running, shouting, tossing of food, etc. Likewise, sitting on the window sills or tables is not allowed.
3. Individuals are responsible for clearing off all food and all dishes (including those which are unused) from their table.
4. Announcements to be made must be approved by the Dean of Students.
5. Only the dining room student coordinator, food crew, dishwashers, and work-study students are allowed to be in the kitchen.
6. No alcoholic beverages are permitted in the kitchen and dining rooms without the permission of the Dean of Students.
7. The permission of the Dean of Students or formation director on call is required for any use of the kitchen.
8. Because of the potential for injury and the resulting legal liability for Divine Word College, the kitchen is an area strictly off bounds to visiting minor children. (*DWC Policy Handbook*, # 5.05)
9. Students who want to remove or borrow anything from the kitchen must seek permission from the Dean of Students and the Food Service Director.

802 FOOD SERVICES

1. The College ordinarily serves three meals each day according to an established schedule. Students are expected to share meals with the larger community according to the regular schedule. Provisions for meals outside the daily schedule or special diets require the approval of the Dean of Students.
2. The Dean of Students will communicate regularly with the Food Service Director regarding students' needs for any special provisions.
3. Special diets, i.e. those requiring preparation of food items not on the regular menu, are based on documented medical need, not simply on dietary preferences. The organization and supervision of the kitchen itself are under the authority of the Food Service Director and the Vice President for Operations.

803 VISITORS

1. Visitors are welcome. However, since the dorm areas (rooms, stairwells, areas outside the Deans' rooms) are private, they are off limits to visitors. For any exceptions, permission from the Dean of Students is to be obtained. Visitors are not permitted in the SVD wing without the permission of the Rector or accompanied by an SVD.
2. Arriving visitors are to be met at the front entrance by the invited host, sign in, and wear a visitor's tag.
3. Before any visitor is invited to have a meal in the dining room, permission is required from the Dean of Students, or the President, or the Vice President for Operations. An offering or some payment for meals is appreciated.
4. Visitors must leave the campus by 10:00 p.m. During special occasions or celebrations visitors must leave campus by midnight.
5. Permission must be first obtained from the Dean of Students if there will be visitors who wish to stay overnight at the College so that room arrangements can be made with the Rector.
6. Permission for the use of the gym or pool by visitors must be obtained from the Dean of Students.
7. Unsupervised minor children are not allowed to be in the student lounge, the dormitories, kitchen or the Pour House unless accompanied by responsible adults.
8. Non-College visitors to Megan Hall and Arkfeld House buildings are asked to meet in the main building.

804 STUDENT COLLEGE CARS

1. Only those students approved by the Dean of Students are allowed to drive student College cars. The Dean of Students can appoint student drivers based on the needs of the student community, ministries or work-study.
 - 1.1 Divine Word College normally will not provide driver education and training for the students. Driver training may not take place on DWC property.
 - 1.2 For reasons of safety and liability, no students or College personnel may use College-owned vehicles for purposes of driver education and training.
2. The permission of a Dean or a Formation Director is required for the use of student College cars. If a student does not have permission to use a car, the College will consider the car stolen.

3. The State of Iowa requires that all front seat passengers wear seat belts. The driver has the responsibility for this and if charges are made by any law enforcement agency the student will be responsible for all fines and legal costs.
4. The College prohibits student drivers to drive college cars under the influence of alcohol or the use of any drug. The College may conduct random drug/alcohol tests if a student appears to be under the influence of any drug.
5. The College prohibits smoking in any of the college cars.
6. The College does not allow the driver to use a cell phone except hands-free. Texting is prohibited by state law. A student needing to use a cell phone should wait until he/she is no longer driving and the car is in park.
7. When cars are taken out, they must be reserved and signed in and out in the appropriate column of the sign-out book. When signing out cars, student drivers must indicate:

7.1 Name

7.2 Time duration of use

If any of the information is missing, the student drivers' privileges can be revoked.

8. When cars are taken out, it is the drivers' responsibility to pick up the permission form from the Dean of Students' office. When taking out cars the driver must indicate:
 - 8.1 Unofficial charge to
 - 8.2 Driver
 - 8.3 Official reason
 - 8.4 Destination
 - 8.5 Mileage (when you take the car)
 - 8.6 Mileage (when you return the car)
 - 8.7 Dean's or Formation Director's signature
 - 8.8 Date
 - 8.9 Vehicle number
9. Student College cars are to be returned by midnight. On nights before a free day, this is extended to 1:00 a.m.
10. Officially approved drivers are expected to be available to other students when their services are required.
11. Drivers are responsible for cleaning the cars after each use.
12. Students may lose their driver privileges due to accidents, tickets, drinking, poor driving, and complaints by others about the driver, or not following regulations. The Dean of

Students and the Formation Directors will enforce these regulations and in reviewing such cases determine the proper action to be taken.

13. College mini-van rules: the van is not to be used unless:
 - 13.1 There are five or more people to transport, including the driver.
 - 13.2 There is equipment to transport that will not fit in the other cars.
 - 13.3 There are no other student College cars available.
14. The Dean of Students must be informed immediately when there is an accident.
15. Official business takes precedence over personal use.
16. Fees for unofficial use of the College cars are at the established rate per mile or at the minimum charge (currently \$5.00) for each time a College car is used. All fees must be paid within one week after receiving the bill. Students are responsible for paying for the use of the car and for mileage.
17. There is no charge for the use of the student college cars for official business. Official business includes but not limited to: Ministry, doctor appointments, transportation to and from Dubuque airport, bus station at the beginning and the end of the semester, and other non-personal businesses such as Student Senate, Pour House, Sports, etc.
18. Students who own cars must provide proof of insurance and registration in order to park their car on all College properties.

805 VACATION PERIODS AT THE COLLEGE

1. A number of students may find it necessary to spend Thanksgiving or Spring Break at the College. Since the room and board fee covers only the school periods of the year, those who spend these periods of time here are to defray the cost of their room and board by working around the College for three (3) hours each day. This work period is set up and supervised by the Dean of Students and/or the Work-Study Coordinator.
2. Failure to return to the College from an academic break on the date specified in the college Almanac will ordinarily result in the student's being placed on formation probation. A student's need to return later than the calendar specified date should be discussed with the Dean of Students well in advance of the student's departure for the break. The Dean of Students and Formation and Student Life Committee will evaluate any extenuating circumstances, such as unpredictable weather conditions, unavoidable public travel delays, that may have contributed to a student's unexcused absence. Unexcused late arrival for a student already under the sanction of formation probation may result in the student's dismissal from the College.
3. No student may stay at the College during the Christmas and summer vacations unless working for the College or attending officially sanctioned classes.

4. The times when the dorms will be closed and reopened during the Christmas and summer vacations are published in the College Almanac.
5. Students are required to leave at the end of the semester and to return at the beginning of the semester on the dates designated in the college Almanac. Exceptions to this should be cleared with the Dean of Students and the Vice President for Academic Affairs.

806 PRE-NOVITIATE PROGRAM/APPLICATION FOR NOVITIATE

1. **Pre-Novitiate Program** – The Pre-Novitiate Program shall last for two semesters. Ordinarily, SVD candidates must prepare their academic plan in such a way that they should not graduate in December so that the last full academic year will be spent at the Pre-Novitiate.
 2. Students receive a clear outline of the process for applying to the SVD novitiate prior to the second semester of the final year at the College.
 - 2.1 The student interested in applying to novitiate for the following year informs the Vice President for Formation of his intention by February 1.
 - 2.2 The candidate proceeds with the pre-novitiate process which includes: a medical exam; a self-evaluation; evaluations by Formation Director, peers, faculty, and SVDs; proof of baptism and confirmation; three (3) recommendations one of which is by a family member; and vote by SVD House Council sent to the Provincial Superior of the Chicago Province.
 - 2.3 All candidates have a right to apply for novitiate. If a candidate is displeased with the results of the evaluations, he may appeal to the Rector of the SVD community in writing.

807 TRANQUILITY WEEKENDS

One weekend in September, October, January, February, and April is set aside as "Tranquility Weekends." From Friday at 5:00 p.m. and extending through the entire weekend, various activities are curtailed. Even activities for which attendance is not required are not scheduled. The very scheduling of such events imposes a certain obligation on students to attend.

The following lists, while not exhaustive, suggests ways to ensure that designated weekends remain tranquil.

1. No "Cultural Events Calendar" activities are scheduled, e.g. art gallery openings, recitals, special liturgical celebrations, and other cultural events.
2. Special lectures and presentations will not be scheduled by formation, academic departments, Student Senate, or other groups which occasionally plan such activities.

3. Sporting activities with outside groups are not scheduled.
4. College facilities will not be rented so that extra cleaning and dish-washing will not be required.
5. No banquets are scheduled.
6. Student College cars will be available as usual.
7. Formation groups may plan a non-required, optional community outing using College cars.
8. Academic requirements are not affected by Tranquility Weekends.
9. These dates will be approved and published in the DWC Almanac by the Board of Administration in consultation with the Formation and Student Life Committee and the Chairs Council in May of each preceding year.

808 THE POUR HOUSE

1. The purpose of the College Pour House is to provide a clean, pleasant environment for faculty, staff and students to gather for recreation and conversation. The Pour House Coordinator is to assure that prices for food and refreshments are reasonable as to cover Pour House costs and at the same time be affordable for the students. The Pour House is only for the use of faculty, staff and students and their guests. There are special nights for invited guests.
2. Alcoholic beverages are not sold in the Pour House. However, on those special occasions on which alcoholic beverages are served (free of charge), bartenders have the right and obligation to make sure that those who served alcoholic beverages are of legal drinking age by checking their ID. Bartenders serving alcoholic beverages must be 21 (*Legal age to serve is 18 years of age*) years of age. The bartenders have a right to refuse service to anyone they believe to be intoxicated or ask anyone who is acting in an inappropriate manner to leave the Pour House.
3. The Pour House is not an alternate TV room. TV viewing is to be limited to sporting events, music videos, special TV movies, or news coverage, and weekend movies sponsored by the Pour House management.
4. The Pour House shall be opened according to the schedule determined by the Dean of Students and the Pour House Coordinator.
5. On Fridays and Saturdays, the Pour House is normally open until 11:00 p.m. Any exceptions for special occasions are to be determined by the Dean of Students and the Pour House Coordinator.

809 SUMMER PLACEMENT PROGRAM

2. Goal

- 1.1 Divine Word College students can apply for summer placements at parishes and other ministry settings operated by the Society of the Divine Word, the parent organization of Divine Word College. Prior approval of these summer placements must be given by the Vice President for Formation, after consultation with the Formation and Student Life Committee. International students in F-1 visa status must also receive authorization from DWC's Designated School Official to ensure the student's summer placement complies with the Department of Homeland Security rules on international student employment. Students accepted for summer placements find opportunities to grow in their understanding of the Society's ministries and to experience vowed community living. A better understanding of the demands of ministry and community living prepares the students to make an informed decision about their vocational future. Some DWC students may be able to obtain college credit for this summer placement if they have been approved for and follow the requirements of TRS 295 (Summer Internship).
- 1.2 Students in summer placements ordinarily live within a community of professed members of the Society of the Divine Word. They would be expected to participate in the liturgical and prayer life of the community. Through close daily interaction in the religious, social, and work experience of the religious community, the students increase their knowledge of the history, traditions, and values of the Society. They gain exposure to role models among retired members who have spent their lives in dedicated service abroad and in the U.S. and from active members still engaged in a variety of contemporary ministries.
- 1.3 Under the direction of a designated supervisor, students develop particular ministry skills appropriate to their level of seminary formation. In a parish setting, for example, this might include home visitations to the elderly and infirm, conducting a parish census, working in a food kitchen for the poor, leading a youth group, organizing special youth activities, assisting with the maintenance and upkeep of facilities, supporting parish fundraising activities, preparing liturgical celebrations, and providing other kinds of assistance necessary for the effective operation of a parish. At the Divine Word Missionaries' residences in Techny, IL, Riverside, CA, and East Troy, WI, students assist with providing hospitality to groups making use of their facilities, play a supporting role in outreach to friends and benefactors of the Society, and help meet routine maintenance and housekeeping needs. They also gain experience by assisting in the care of the environmental projects located at these residences. In this way they learn to work together as a religious community under the supervision of an experienced Divine Word Missionary priest or brother.
- 1.4 An important benefit to students participating in a summer placement is the opportunity to increase proficiency in spoken American English. The language demands are immediate and practical. Summer placements also provide students from

other countries an opportunity to live and work in an intercultural community and thus to increase their intercultural competence, which is an important value for members of the Society of the Divine Word. An additional benefit, available particularly at sites in the Eastern United States, is an introduction to significant historical and cultural sites that help inform the students' knowledge of U.S. history and society.

- 1.5 Students may also find a summer placement in a parish under the care of a diocese or another religious order. While these placements do not provide the same direct exposure to SVD community life, they do offer experiences directly related to the students' interest in ministry. Such students would ordinarily work closely with the pastor of the parish and other parish administrators so that they can expand their understanding of the real-life demands of parish ministry.

2. Room and Board

- 2.1 The SVD site will provide room and board to all students.
- 2.2 For those who reside at DWC, a deposit of \$35 for key and room is requested from all students. This amount will be returned to the student at the end of the summer if the room and the house are properly cleaned and no damage is done to the room or to the house.
- 2.3 Guests are not allowed in DWC's room/house without permission from the Formator-on-call.
- 2.4 For other SVD sites, students must ask permission from the local SVD superior before inviting guests to the SVD community.

3. Vehicles

- 3.1 For those who reside at DWC, only student drivers are authorized to use the DWC's vehicles during the summer. If no student drivers are assigned to work at DWC, then the Dean of Students or Formator-on-call will assign one or two driver(s) for the summer; only those who have a valid U.S. driver's license are eligible for consideration as a summer student driver.
- 3.2 The Student Drivers' policy is also applied during the summer months, that is, within the Dubuque area, the student driver has to complete the "Permission Slip" and have the Formator-on-call sign it. The fee for using a car is 40 cents per mile and 45 cents per mile for a minivan. Since it is summer time the "Official Reason" is rarely applicable, only the Formator-on-call can decide if the trip is "official" or not.
- 3.3 For longer trips, the student must have the approval of the Vice President for Operations. Before filling out the "Permission Slip", the student driver must first ask

- permission from the Formator-on-call and inform him where he plans to go and for how many days. The same mileage fee will be charged.
- 3.4 Taking a car without completing the “Permission Slip” and without having the “Permission Slip” signed by a Formator-on-call will be considered theft and not only will the student be put on formation probation in the following academic semester, but this will also result in his immediate dismissal from the Summer Placement Program and from DWC for the duration of the summer.
 - 3.5 For those who work at other SVD sites, the use of vehicle is only with the permission of the local SVD superior.

4. Expectations

- 4.1 In order to grow in their understanding of the Society’s ministries and to experience vowed community living, students are expected to participate and contribute in the daily program of the community from Monday to Friday for at least 8 hours a day, i.e. providing hospitality to groups making use of the facility, helping with routine maintenance or housekeeping needs.
- 4.2 Any vacation or break during the time of the Summer Placement Program should be submitted to the supervisor at least 2 weeks in advance. It must be approved by the VPO at DWC or the local SVD superior.
- 4.3 During the 8-hour working period, students are not allowed to use cell phones for personal use.
- 4.4 Students must wear proper clothing and shoes. No sandals or flip flops are allowed.
- 4.5 Participation in liturgical activities with the SVD community during the summer is expected. For those at DWC, be sure to work out with your supervisor the time that you take off for these activities.
- 4.6 Students are expected to follow all the instructions from their supervisors and diligently fulfill their assigned tasks. Loafing, inattentiveness to work, and failing to follow the instructions of the supervisors will result in dismissal from the Summer Placement Program and from DWC/SVD site within 48 hours. Any student so dismissed will never again be accepted into the Summer Placement Program.

5. Remuneration

- 5.1 The SVD placement site will provide room and board for all students participating in the College’s Summer Placement Program.
- 5.2 Students may receive payment for their services as appropriated by federal, state and local laws.

- 5.3 International students who participated in the Summer Placement Program will not receive a monthly allowance the following academic year. They are expected to use the money they earned from the Summer Placement Program for their personal expenses.

810 HANDBOOK APPROVAL

1. The Student Handbook is the official code governing the student affairs of the College.
2. Changes and official interpretations of the policies of this Student Handbook are the prerogative of the Board of Administration. Proposed changes or new policies should be submitted to the Board through the Dean of Students.
3. The Board of Administration of Divine Word College reserves the right to make changes in this Handbook without prior notice. This Handbook is not to be regarded as a contract between the student and the institution.

900 POLICIES OF DIVINE WORD COLLEGE

The following Divine Word College Policies (Chapter 05 of the DWC Policy Handbook) pertain to all faculty, staff, and students. Additional policies that may pertain to students are also noted separately below.

DIVINE WORD COMMUNITY POLICIES (FACULTY, STAFF, AND STUDENTS)

- 5.01 Anti-Bullying Policy
- 5.02 Anti-Harassment/Sexual Misconduct
- 5.03 Awards
- 5.04 Budget Process - Timeline
- 5.05 Children in the Workplace
- 5.06 College Facilities – Use of
- 5.07 College LOG
- 5.08 College Safety and Security
- 5.09 Drug Free Workplace and College
- 5.10 Family Education Rights and Privacy Act
- 5.11 Fax
- 5.12 Food and Beverages
- 5.13 Graduation Policy
- 5.14 HIV/AIDS Policy
- 5.15 Inclement Weather
- 5.16 Internet/Email
- 5.17 IT/Information Technology Policies
- 5.18 IT/Computer Hardware and Software Acquisition Policy
- 5.19 IT/Computer Lab
- 5.20 IT/Computer Resources and Technology Policy
- 5.21 IT/Digital Millennium Copyright Act Compliance
- 5.22 IT/Information Systems – Waste Disposal
- 5.23 IT/Information Technology Emergency Services
- 5.24 Key Distribution Procedure
- 5.25 Mail Service
- 5.26 Personally Owned Property
- 5.27 Property & Equipment Disposal
- 5.28 Protection on the Human Subject of Research
- 5.29 Smoke Detectors/Fire Alarm
- 5.30 Smoking Policy
- 5.31 Solicitation of Funds
- 5.32 Student Retention Policy
- 5.33 Telephone/Cell Phones

- 6.02 Americans With Disability Act (ADA) Policy
- 6.03 Bereavement and Illness Notices
- 6.12 Mandatory Reporter - Abuse of Children and Dependent Adults
- 6.22 Meals at DWC
- 6.28 Whistleblower Policy

- 11.05 Admission of Students Who Lack a high School or General Educational Development (GED) Diploma.
- 12.01 Guests (Overnight) of DWC-Students
- 12.02 Student Complaints
- 12.04 Student Leave of Absence
- 12.05 Expectations for SVD Students in Temporary/Perpetual Vows
- 12.07 Tranquility Weekends

APPENDIX

Religious Formation Program
Women Religious Formation Program
Formation Director Manual
Spiritual Formation Manual
Missionary Ministry Formation Manual
Community Service and Federal Work-Study Program

DIVINE WORD COLLEGE
RELIGIOUS FORMATION PROGRAM



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DIVINE WORD COLLEGE SEMINARY RELIGIOUS FORMATION PROGRAM

STATEMENT OF MISSION

The Divine Word College Seminary Religious Formation Program aims to foster within candidates a religious missionary vocation and a life-long commitment to serving God's people by encouraging them to develop their human maturity, intellectual capability, spiritual gifts, interpersonal skills in community, and ministerial skills. This objective is endeavored within an intercultural community shaped by the missionary spirituality of the Society of the Divine Word (SVD).

CORE BELIEFS AND VALUES OF THE FORMATION PROGRAM

- For Divine Word Missionaries, the Trinity is the source of life and energy and the Incarnate Word is the model of total surrender to God.
- The Church is missionary by its very nature; therefore, all Christians, through our baptism, are called to witness to the Gospel.
- All candidates are called to a lifelong commitment to mission as we pass over from our own culture and circumstances to proclaim the Good News and help usher in the Reign of God.
- Religious missionary calling is best discerned and confirmed in community as the candidates grow in maturity of their cultural, spiritual and intellectual identity.
- The foundation for effective leadership among God's people is the capacity for intellectual growth, on-going formation, and a commitment to lifelong learning.

RELIGIOUS FORMATION PROGRAM OBJECTIVE

The goal of all formation and education in our Society is growth by the power of the Holy Spirit into unity with the Incarnate Word of the Father and into missionary community comprising members from many countries and cultures. This growth is a lifelong task, a shared responsibility to be faced by both the individual and the community. In this way we become capable of carrying out the missionary task of our Society: to be witnesses of the gospel of Christ to all by our personal lives, our community living and our preaching so that Christian communities may be built up. (SVD Constitutions, 501)

The Religious Formation Program of Divine Word College Seminary (DWCS) provides an environment in which candidates can learn about the SVD and religious life and take on the challenges of the program in preparation for the novitiate. The program is developmental and aims to enable candidates to grow and demonstrate their progress through the five essential facets of religious missionary formation: human, intellectual, spiritual, communal, and ministerial. Each facet of the program consists of objectives, rationales, means of implementation, outcomes, and assessment. The program also includes the means by which formation personnel assess the candidates' suitability for the future religious, missionary life and service.

FACET ONE: HUMAN FORMATION

Develops mature persons able to discern their desire to live in religious community and their readiness to enter novitiate or the next phase of their formation program.

Our formation is total and integral: it seeks to bring about human maturity, professional competence and committed faith. Growth towards human maturity occurs in a progressive deepening of self-knowledge, in the unfolding of one's personal qualities and in the achievement of that inner freedom which makes responsible decisions possible. (SVD Constitutions, 503)

Human Formation promotes an integration of self-knowledge and acceptance, physical and psychological health, sexuality and celibacy, and interpersonal skills. Each contributes to the development of the others. This integration moves the individual to healthy holistic human development, which facilitates a mature decision for religious missionary life.

Self Knowledge and Acceptance

Self-awareness and self-acceptance are essential components for responding freely to the call to be religious missionary in the Society of the Divine Word.

Every year, each candidate is assigned to a formation group, which is facilitated and accompanied by a Formation Director. This assignment is based on consideration of the candidate's class, age, and unique formational needs. Formation Groups meet each week in order to learn and reflect on various topics regarding issues of personal and vocational growth such as: positive emotions, addictions, skills for intercultural community living, strong emotions management, etc. The formation group also offers an environment that promotes fraternal sharing for the purpose of mutual understanding, support, as well as constructive criticism. This lived experience of community allows candidates to learn from each other and develop skills essential to religious community life.

To facilitate growth in self-awareness, the Formation Director helps candidates set reasonable and measurable personal goals at the beginning of each academic year, including the concrete steps to achieve the goals. The goals can be modified as needed during the year in the context of the five facets of the program. This process encourages the candidates to undertake greater responsibility for their own growth. The Formation Director also continually observes the candidates' progress and provides suggestions and guidance, especially in the individual interviews, which take place twice in a semester.

At the end of the academic year, the candidates write insightful self-evaluations of their progress in interpersonal and emotion life, sexual development, accomplishments, as well as areas that still need maturing. These evaluations are shared with his Formation Director and members of his formation group for feedback and constructive criticism. The Formation Director then writes a comprehensive behavioral evaluation based on the five facets of the Religious Formation Program. The candidates have an opportunity to review the evaluation with their Formation Director for clarification and suggestions.

Assessment for this process is based on the evaluations by the candidates, their peers, and their Formation Director who also reviews the goals the candidates set for themselves and how they achieved them. This process assists the candidates to grow in awareness and commitment to their vocational call.

Physical Health

Missionary life in many countries where the SVD live and work can present significant physical challenges. It is thus important that candidates are aware of the need not only to take care of their own physical health but also to develop the physical stamina necessary for missionary work.

In order to encourage habits that promote good physical health, DWCS provides balanced meals, and recreational facilities with a swimming pool, weight room, gym, tennis courts, and outdoor sports fields. Throughout the year, there are many intramural tournaments, which include soccer, basketball, badminton, volleyball, tennis, Ping-Pong, and billiards. Candidates are expected to avail themselves of these facilities and activities according to their own interests and abilities. The program also provides a regular series of formation topics related to a healthy lifestyle. The candidates demonstrate their commitment to good physical health by their choice of regular exercise, maintenance of an appropriate weight for their size, healthy eating habits, and regular medical and dental care. As part of the novitiate application process, the candidates take required physical and psychological examinations, they must meet specific admission criteria.

Psychological and Emotional Health

The religious missionary life requires a commitment to live in intercultural community in which members need to develop a healthy psychological and emotional strength in order to cope with stress, tensions, disillusionments, or conflicts that are a part of community life.

For this objective, the Religious Formation Program provides a regular series of formational topics on healthy emotional development presented by experts of the field. It also offers candidates opportunities to meet and process their problems with the Spiritual Directors, Formation Directors and/or professional Counselors. There are also opportunities for the candidates to hone their psychological and emotional strength and skills as they engage in certain demanding leadership activities like Student Senate, sport coordinator, dining room coordinator, and so on. With the guidance of members of the Formation Team and other supervisors, the candidates learn how to cope with the emotional demands required in daily activities. This development is observed and measured by the Formation Director and other members of the Formation Committee as the candidates demonstrate their emotional stability and ability to exercise leadership in working with others.

Sexuality and Celibacy

God created humankind as sexual beings in order to participate in the continuity of creation. The sexual energy present in each individual is at its richest when it is expressed in appropriate relationships to witness to the radical values of the Kingdom of God. The call to be celibate in

religious life necessitates a healthy understanding and acceptance of one's own sexuality and the ability to express it appropriately in the community as well as with those whom one serves.

The Religious Formation Program utilizes a number of means for developing growth and understanding of sexuality. Academic courses in Human Sexuality and Sexual Ethics are offered on an annual basis. Regular assembly presentations address topics in human sexuality. Each formation group studies issues on human sexuality appropriate to the group's formation level, starting with topics on basic biology and moving on to topics such as sexual orientation, boundaries, addiction, and male/female relationships. DWCS policies clearly define appropriate sexual conduct and use of electronic and publication media. The candidate participates in activities with a broad spectrum of individuals both within and outside of DWCS.

The Academic Program, formation group discussions and DWCS wide presentations and forums facilitate the development of sensitivity and respect.

The candidate may speak confidentially about sexual issues with DWCS Counselor and/or his Spiritual Director. Positive experiences and challenges in lived relationships with others come from social activities and living in a close community. Candidates are encouraged to channel their sexual energy in creative ways through art, music, hobbies, sports, study, work and prayer. Candidates are also provided with opportunities such as weekly holy hour, regular recollections, and annual retreats to reflect and discern their commitment to celibacy in religious life.

Candidates demonstrate their healthy sexuality in celibate life by possessing accurate knowledge about human biology regarding sexuality, maintaining appropriate boundaries with all people, interacting positively and openly with both genders, and being willing to share and process sexual feelings with the appropriate personnel.

Interpersonal Relationships

In order to be an effective minister and a loving community member in religious life, one has to develop good interpersonal skills. Thus the Religious Formation Program encourages the candidates to practice and perfect their interpersonal skills by actively participating in different activities such as formation group meetings, sports teams, exercise of leadership, responsible fulfillment of assigned duties, volunteering, group projects, social interaction with staff, faculty, and fellow candidates.

The successful development of interpersonal skills is verified through the Formation Director and peer evaluations and through the sensitivity and insight the candidates show in their own evaluation of others.

FACET TWO: SPIRITUAL FORMATION

Develops faith-filled, discerning candidates, rooted in the mystery of the Holy Trinity and committed to personal and communal prayer as foundation for missionary service.

We must shape our lives according to our faith by always listening for the voice of the Holy-Spirit, who speaks to us in scripture, in the life of the community and of the Church, as well as in contemporary events. Our response should be in prayer and action. As missionaries of the Divine Word, our spiritual lives are inspired by St. Arnold Janssen's example, for he was a man of faith and prayer, of openness and dedication. (SVD Constitutions, 508)

The Religious Formation Program invites candidates to grow and experience being immersed in the life of the Most Holy Trinity, Father, Son and Holy Spirit who reveals unconditional love to the world through the life, death and resurrection of Jesus. As “the Incarnate Word in his redeeming love is the source and model of our apostolic holiness” (C. 201), candidates learn to listen constantly to the Word who became flesh in a particular social and historical reality, and to imitate Him in self-emptying of their cultural predispositions and biases, even their languages in order to become one with others.

The life of the disciples of Jesus is sustained by a deep experience of faith, nourished by the Word of God and by personal encounter with the mystery of God in Jesus Christ through the power of the Holy Spirit. While centered on the Eucharist, the formation program offers many additional aspects that challenge and help candidates to grow in their personal devotion and relationship with God. Through life in a religious missionary community and service to others, candidates learn to experience God's life-giving presence in their own lives and in the life of those whom they encounter and serve. As they grow spiritually, candidates are able to discover the sources of discernment for their vocations and deepen their desires for life in a religious missionary community.

A core foundation for missionary service is a strong personal and communal relationship with the Holy Trinity, especially in Jesus Christ. Divine Word Missionaries emphasize the importance of a solid life of prayer to support them in the mission of spreading the Gospel. Jesus Christ modeled this in His own life through frequently going to a quiet place to commune with the Father. Therefore, the core areas of spiritual development for religious missionary candidates are essentially focused on faith development, personal prayer, participation in communal prayer and vocational discernment.

Faith Development

Faith in God and its expression are personal to each individual. Genuine faith can be seen in one's trust in God and his active response to God's Word by living his own life based on Christian values. A deep faith in Jesus Christ and His Church as a community of faith is foundational for dedicating oneself to the religious missionary life. To assist the candidate in his faith development, the Religious Formation Program offers the following:

- Liturgical formation, a variety of conferences related to faith, annual retreats, and days of recollection.
- Ample spiritual reading resources in the DWCS library and reading room.
- Opportunities for candidates to participate in student-initiated prayer groups and Bible sharing.
- The requirement of candidates to participate in regular spiritual direction.

- Priests are available for personal reconciliation, with a communal reconciliation service offered each semester.

The faith life necessary for religious life is best demonstrated through candidates' self-evaluation and articulation of faith in community. Candidates are also encouraged to express their faith and spiritual journey in formation group Bible sharing.

Personal Prayer

Within the context of faith, a personal relationship with God is best developed in prayer. Candidates learn to develop a solid life of prayer by taking time for private prayer, meditation, and Scripture. To facilitate personal prayer, DWCS provides the following:

- The main chapel and small private chapels are available at all times for particular devotions and cultural celebrations.
- An environment of solitude and quiet in the evening in the dormitory areas and tranquility weekends that allow candidates additional time for personal prayer or spiritual reading.
- Further prayer resources are also available in the library and in the various chapels on campus.

Candidates who value the importance of personal prayer in their lives will develop a good discipline for their personal prayer by setting aside specific times and space in their daily schedule where they can encounter God in reflection, Sacred Scripture or spiritual readings provided by DWCS.

In the individual interviews, the formation director evaluates and assesses the candidates' personal prayer life by asking about their daily prayer schedule, their experience and satisfaction with the quality of prayer life.

Communal Prayer

The Community comes together to worship God and to pray in mutual support and as an expression of the spirituality of the Society of the Divine Word. Candidates learn to go beyond their individual expressions of prayer and enter into the prayer of the community.

As a community, the DWCS community comes together for daily Eucharist, Sunday Vespers, services offered during Holy Week and other special occasions, and formation group Bible sharing. There are also opportunities for communal prayer with small prayer groups outside of formal community prayer and the weekly Holy Hour. DWCS encourages particular cultural expressions of liturgy by setting aside a day each week for Masses to be celebrated in English and other languages.

Candidates who experience the importance of the Eucharist in the daily life of the church and the community will participate actively and regularly in community worship and prayer, such as Vespers, formation group prayer and special religious events during Holy Week.

The communal prayer outcome is measured through candidates' faithful attendance and active participation at daily Eucharist, Sunday Vespers, other communal prayer services and formation group prayers.

Vocational Discernment

Divine Word College Seminary provides an environment in which candidates can discern, clarify and deepen their religious missionary call. This discernment takes place through the process of faith development, personal prayer and reflection, and active participation in communal prayer. Therefore, the Religious Formation Program offers the following:

- Regular presentations by SVD missionaries and special sessions within formation groups to help candidates understand better the spirituality, charism and mission of the Society of the Divine Word.
- Spiritual direction where candidates can discuss and refine their discernment within a confidential setting.
- Counseling service or other psychological instruments that assist candidates to further understand themselves and their abilities.
- Additional contexts through various celebrations such as Mission Sunday to help candidates understand and experience the mission and ministry of the SVD.

The outcome of vocational discernment is evaluated in each individual interview with their formation director. Candidates will be evaluated by their serious commitment in faith development and ability to articulate the important questions in their vocational discernment.

FACET THREE: INTELLECTUAL FORMATION

Instills a commitment to acquiring and developing the knowledge and the skills necessary for future missionary work.

The study of philosophy and theology is part of the vocational preparation for the priesthood/[religious life]. It serves to increase one's knowledge of human nature and society and to deepen one's growth into the mystery of Christ...The program of studies for our seminarians should deliberately emphasize the missionary dimension and the value of social, cultural and religious plurality for the proclamation of the Gospel. (SVD Constitutions, 516 and 516.1)

The Academic Program is the primary instrument to help the candidates to grow in knowledge of the liberal arts. Along with the Religious Formation Program, the Academic Program assists candidates in developing critical thinking capacity and a growing appreciation of learning by understanding its significance for effective future ministry.

The candidates must come to recognize that intellectual development is an essential tool as future leaders in the Church. Their strong intellectual skills will help them engage in dialog with others of differing perspectives and to better understand and appreciate the world which they live in and serve.

The fundamental components to becoming an educated person and a life-long learner are the candidates' attitude toward and commitment to learning.

Attitude toward Learning

Candidates for the religious missionary life need to develop an intellectual curiosity and a positive attitude toward learning and to complete a rigorous course of studies.

Successful candidates work to acquire a solid education that will serve them as a foundation for the rest of their life and develop a dedication to continuing intellectual growth. The evidence of this attitude is demonstrated through reading material outside of academic requirements, making good use of the educational media, and regular reading of newspapers, scholarly magazines and journals.

The concrete assessment is shown in the candidates' cumulative grade point average. Committed candidates should be moving towards a 2.5 or better as evidence of their ability to do graduate work or pursue further professional development.

The candidates' Formation Director and the Dean of Students can also have access to follow their progress through on-line grades and semester grade reports.

For further positive intellectual development, the Religious Formation Program provides:

- Regular personal interviews with the Formation Directors to establish and monitor personal academic goals.
- Weekly formation group meetings include topics such as techniques for effective study.

Commitment to Learning

To facilitate this commitment, the program provides the following:

- An excellent library and reading room with a large number of magazines and newspapers, and access to the Internet.
- Various events, including authors and artists from around the world.
- Presentations of student capstones.

The results for intellectual development needed for life-long learning are shown by the candidates' active participation in the extra-curricular programs mentioned above and by their dedication to personal study and genuine interest in improving the quality of their learning. This progress is monitored and evaluated by the Formation Director on a regular basis.

FACET FOUR: INTERCULTURAL COMMUNITY FORMATION

Enables the candidates to appreciate their own culture and to cross over to other cultures with respect and sensitivity, while developing skills for intercultural religious community.

...we meet with friendliness and goodwill those among whom we announce the gospel, growing into their historical situation, customs and mentality...we make every effort to

master the language of the people and become familiar with their history and culture. Following the principles of the gospel, we respect the customs and habits of the people among whom we work, avoiding every derogatory criticism and comparison. (SVD Constitutions, 120, 120.1 and 2)

Members of the Society of the Divine Word dedicate themselves to the proclamation of God's Word to all peoples. To achieve this goal, members are ready to leave their own cultures and to "pass over" to other cultures and live and work in communities comprising people of many cultural backgrounds.

An important facet of the Religious Formation Program at DWCS, therefore, is preparation for intercultural community living. The program aims to enable the candidates not only to learn to appreciate their own culture and the cultures of the world, but also help them to develop the ability to challenge and critique their own and other cultures. It encourages the candidates to gradually deepen their commitment to life in intercultural religious community as they leave their comfort zone to actively build up the community through mutual care and support. The life of study, work, and worship within the DWCS's intercultural environment provides an opportunity for developing this commitment.

Respect and Appreciation of Culture

Respect and appreciation of all cultures is a fundamental element for religious missionary life. Thus, the Religious Formation Program provides the candidates with the following opportunities for their development:

- To live and interact with roommates and community members from other cultures.
- To participate in cultural dinners, cultural music concerts, and art exhibitions from different areas of the world.
- To access a rich collection of ethnic magazines and books.
- To learn another language.
- To learn to sing in different languages through liturgy preparation for various cultural celebrations.
- To be a part of the organizing team for different cultural events and religious celebrations, such as Mission Sunday, Our Lady of Guadalupe, Lunar New Year, the Feast Day of St. Josephine Bakhita, and so on.
- To develop on-going relationships with families in the local area through the Friends Across Nations Program (FAN Club).
- To learn about and discuss openly issues related to understanding and respecting cultures in formation group meetings and the Dean's Forum.

The candidates demonstrate their respect and appreciation of cultures by:

- Reaching out to develop close friendships with individuals outside of their own cultural background.
- Engaging in activities such as sharing meals in the dining room, sports activities, mixing in social events, walks and conversations.

Critical Appreciation of One's Own Culture

Candidates are encouraged to develop a greater awareness and appreciation of the gifts of their own culture, yet also be able to critique it. They become more aware of their own culture and its limitations when having to present it or being exposed to different cultures or sets of values.

Thus the program offers the candidates opportunities to:

- Present and discuss their culture in formation meetings.
- Organize liturgical activities in their own language.
- Prepare their traditional foods for cultural dinners.
- Access a significant collection of books in different languages about various countries and their cultures.
- Be familiar with immigrant experiences, with cultural shock, and with adaptation to new cultures.
- Equip themselves through intercultural courses with intellectual tools for reflection on their own culture and other cultures.

Intercultural Community Participation

To be religious is to be in community. The corner stone of religious missionary life is the ability to live in intercultural community. Thus, the Religious Formation Program encourages candidates to learn skills to build community in DWCS as well as with people in the local area by:

- Offering courses like World Art, World Music, Cultural Anthropology, and others to broaden candidates' knowledge and horizon of the world.
- Providing recreational facilities such as the Pour House, student lounge, and sports areas to bring students together for greater interaction.
- Organizing group activities such as group prayer, community daily Eucharist, socials, group outings, school picnics, highway clean up, and so on.
- Creating opportunities by which candidates can develop their intercultural leadership skills as they work with individuals from different cultural backgrounds.
- Sponsoring ministries of service to people beyond the immediate DWCS community such as with the elderly, homeless, physically and mentally disabled, ethnic parishes, and youth groups.

The Formation Directors observe the candidates' genuine participation in the above activities and evaluate their development in this area at the end of each school year.

FACET FIVE: MISSIONARY MINISTRY FORMATION

Allows the candidates to begin to develop their ministry skills and to apply their gifts and education to missionary services.

In order that this vocation can develop fully, formation must be integral, rooted in one's own culture, community-forming, directed towards apostolic service and open to the needs of the world... (SVD Constitutions, 502)

Besides the skills and knowledge requisite for mission, the Religious Formation Program is designed to help candidates grow in their identity as religious missionaries and ministers in the Church. To achieve this goal, the program offers opportunities for ministry in which the candidates will begin to learn the fundamentals of ministry and become familiar with the basic skills for ministry in different settings, especially with people of different socio-economic or cultural backgrounds.

The ministry practicum is aimed at helping the candidates develop awareness of their own gifts and see how these may be applied to the missionary endeavors of the Society of the Divine Word and of the Church. Ministry skills are developed through careful preparation, supervision, reflection and evaluation on their ministry experiences.

The process of ministry reflection not only enables the candidates to identify their strengths and areas for growth in pastoral ministry but also sharpens their critical insight and sound judgment. It thus stimulates their desires for service as they learn of the needs of the world and their own gifts in meeting those needs.

Initial Ministry Skills

An initiation to ministry experiences is fundamental to the candidates' vocational discernment and their future ministry. DWCS provides the candidates opportunities for ministry, which are often intercultural experiences. These experiences will be evaluated with the candidates' on-site supervisors and shared in reflection with their formation groups once a semester. The candidates also complete an end-of-the-year self-evaluation of their own ministry efforts both within and outside DWCS.

Initial skills for effective ministry are measured through:

- The candidates' willingness to go beyond their own needs to extend themselves to be of genuine service to others.
- Their willingness to volunteer for common activities as their gifts allow.
- Their freedom and creativity to explore skills and activities they may not have tried before.
- Their ability to carry out pastoral work collaboratively with others.
- Their flexibility to make adjustments for new and unexpected circumstances.
- Their responsibility to take initiative and complete assigned tasks.
- Their commitment to work in a multicultural setting with people of different ethnic, racial, and religious backgrounds.

Vocational Awareness for Ministry

Missionary ministry formation means more than acquiring skills. It signifies a level of personal commitment, fitting for future religious missionaries who act in the person of Jesus Christ. The candidates are able to come to a theological reflection, both oral and written, of their ministerial experiences and see how they might be a lived reality of the Gospel message. Along with their formation group and Formation Director, the candidates take a realistic look at their faithfulness in fulfilling various ministries both within and outside DWCS.

The program provides the following opportunities for the candidates to clarify their religious missionary vocation:

- The candidates will write two (2) theological reflections per semester based on their ministry experiences.
- The candidates will be given opportunities to interact with Divine Word Missionaries who have served in different parts of the world.
- The candidates will be exposed to many different cultural events and religious celebrations, such as Mission Sunday, Our Lady of Guadalupe, St. Josephine Bakhita, and Lunar New Year, which reflect mission and its centrality in the Church.
- Through formation group meetings and personal interviews, the candidates also reflect on their attitudes and participation in the above events and thus recognize their religious missionary calling.

The candidates' growth in this area will be assessed through self-evaluation, peer evaluation, and personal conferences with the Formation Director. Work-study evaluations and participation in campus activities also provide evidence of their desire to serve in the future as religious missionaries.

EVALUATION AND ASSESSMENT *

Candidates' Evaluation of the Formation Program

The evaluation process occurs at the end of each academic year. The candidates in each formation group will give oral and written evaluations to their Formation Directors. They will evaluate the whole Religious Formation Program, specifically their own formation group, their Formation Director, annual retreats, recollections, topics presented, counseling services, spiritual direction, as well as ministry program.

Formation Directors present both oral and written summaries to the Formation Team at the school year's final meeting. The information from these evaluations is discussed and evaluated, leading to adjustments in the program as needed.

Assessment of the Effectiveness of the Program

At the end of each academic year, formation directors are also expected to evaluate how effective the Religious Formation Program has met its stated outcomes for the candidates, based on their self-evaluations, formation director's observations and formation group inputs.

Candidates will be assessed two years after their entrance into the IELI program, at the end of their second year in the College Program, and at the completion of their program at DWCS. DWCS uses a Likert-Scale to measure the progress of the candidates toward competence and growth in the five facets of the Program.

In this assessment, Formation Directors set a target score in each area. A total score for each item and the cohort group is ascertained and studied to determine any areas where expected outcomes

are not being met. This allows Formation Directors to identify areas in the program for further improvement and adjustments for the continued growth of the candidates.

Evaluation of Candidates

The ongoing evaluation of candidates fosters growth in formation while continuing the process of discernment. Since a formation program, whether human, spiritual, intellectual, communal or ministerial, assumes that candidates will be growing both in God's grace and in their free, human response to that grace, it is important that there be a process to note the markers of that growth.

At the end of each academic year, using the five facets of the Formation Program, the candidates will be evaluated with an honest self-evaluation, peer evaluations, and an evaluation by their Formation Directors. This evaluation is meant to help the candidates to grow more into a mature, responsible leader and member of the DWCS community. These evaluations should be conducted in an atmosphere of mutual trust and confidence.

SUMMARY

The Religious Formation Program at Divine Word College Seminary, through the five facets (*human, spiritual, intellectual, communal and ministerial*), aims to assist candidates in developing a life-long commitment to mission with the Trinity and the Incarnate Word as the source and model of missionary life. With its developmental outcomes, the program provides opportunities for candidates to discern their vocation to the religious missionary life and to be ready for the Novitiate of the Society of the Divine Word or the next phase of their formation program.

(Approved April 7, 2017)

*Evaluation and Assessment are fully explained in the Assessment Tools for the Religious Formation Program. Please refer to that document for more detail.

DIVINE WORD COLLEGE

**FORMATION PROGRAM
FOR
WOMEN RELIGIOUS**

May 2016



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DIVINE WORD COLLEGE

FORMATION PROGRAM FOR WOMEN RELIGIOUS

MAY 2016

STATEMENT OF MISSION

The Divine Word College Religious Formation Program aims to foster within each student a life-long commitment to serving God's people, whether that be as a religious-missionary, a religious, a diocesan priest, or a lay person. The Program encourages the development of the student's intellectual capability, spiritual gifts, growth in community and ministerial skills. This occurs within an intercultural community and shaped by the missionary spirituality of the Society of the Divine Word (SVD).

CORE BELIEFS AND VALUES OF THE FORMATION PROGRAM

- The Trinity is the source of life and energy.
- The Incarnate Word is the model of total surrender to God.
- The Church is missionary by its very nature; therefore, all Christians, religious or lay person, through their baptism, are called to witness to the Gospel.
- A commitment to mission involves a passing over from one's own culture and circumstances to proclaim the Good News and help usher in the Reign of God.
- A call to mission, whether as religious or lay person, is best discerned and confirmed in community. To continue to hear and respond to a genuine calling, requires maturity--a maturity which integrates cultural, social, spiritual and intellectual identity.
- A capacity for intellectual growth and a commitment to lifelong learning and ongoing formation in the areas of physical health, emotional growth and social development in interpersonal relations, and leadership are foundational for effective leadership among God's people.
- All women religious participating in this program accept responsibility for their own growth in light of the charisms of their religious communities or dioceses.

PROGRAM OBJECTIVES FOR WOMEN RELIGIOUS

The goal of all formation and education at Divine Word College is growth by the power of the Holy Spirit into unity with the Incarnate Word of the Father and into missionary ministry in a world-wide, multi-cultural church. This growth is a lifelong task, a shared responsibility to be faced by both the individual and the community. In this way we become capable of carrying out the mission of the church: to be witnesses of the gospel of Christ to all by our personal lives, our community living and our preaching so that Christian communities may be built up. (Based on SVD Constitutions, 501)

The Religious Formation Program provides an environment in which a religious sister can learn about mission, as understood by the Society of the Divine Word. It provides her with opportunities to meet the challenges of the program which will enhance her future mission.

The Program is developmental. It provides the religious sister opportunities to grow in self-awareness and personal identity essential to a healthy spiritual life and mission commitment through the different dimensions of religious mission formation: the human, intellectual, spiritual, communal and ministerial.

Human Formation

Develops mature persons able to deepen both their desire to live in religious community and their readiness to engage in mission.

Our formation is total and integral: it seeks to foster human maturity, professional competence and committed faith. Growth in human maturity occurs in a progressive deepening of self-knowledge, in the unfolding of one's personal qualities and in the achievement of that inner freedom which makes responsible decisions possible. (Based on SVD Constitutions, 503)

Living and interacting among religious members from different cultural backgrounds and charism, the Religious Formation Program encourages the religious sister to grow in self-knowledge and self-acceptance. It promotes good physical and psychological health and formation in sexuality and celibacy. It teaches the skills for interpersonal relationships essential to a free and mature living.

Spiritual Formation

Develops faith-filled, women religious rooted in Jesus Christ and committed to personal and communal prayer as foundation for mission service.

We must shape our lives according to our faith by always listening for the voice of the Holy-Spirit, who speaks to us in scripture, in the life of the community and of the Church, as well as in contemporary events. Our response should be in prayer and action. In the

spirit of the Society of the Divine Word, our spiritual lives are inspired by St. Arnold Janssen's example, for he was a man of faith and prayer, of openness and dedication. (Based on SVD Constitutions, 508)

The Religious Formation Program invites the religious sister to grow in her awareness of God's presence in every people and nation and her understanding of the mystery of the death and resurrection of Jesus. As the Incarnate Word proceeds from the communion of the Trinity in service to others, so she learns that religious life in mission is always communal and rooted in a concrete social and historical reality. As Jesus emptied himself and "took on our human likeness," so she learns to empty herself of her cultural predispositions and biases, even temporarily putting aside her language. While treasuring her congregation's charism and spirituality, she is also invited to live among other women religious in order to become one with others, to be re-formed in a new mission spirituality.

While centered on the Eucharist, the spiritual life of the College includes many additional aspects that challenge the religious sister to grow in her personal devotion and in community. Through life in community and service to others, she experiences the presence of God. In the mystery of her own person and that of others, in the known and the unknown, she meets God anew. Her spiritual growth also supports her vocation and deepens her desire for life in a religious and mission context.

Intellectual Formation

Instills a commitment to acquiring and developing the knowledge and the skills necessary to interpret and communicate the Gospel.

Our students achieve proficiency in English, acquire foundations in the liberal arts, and pursue knowledge in a major subject area. These efforts serve to increase their knowledge of human nature and society and to deepen their growth into the mystery of Christ...The program of studies for our students should deliberately emphasize the mission dimension and the value of social, cultural and religious plurality for the proclamation of the Gospel. (Based on SVD Constitutions, 516 and 516.1)

The Academic Program is the primary instrument to help the religious sister grow in knowledge of the liberal arts. The Religious Formation Program works with the Academic Program in assisting her in a growing appreciation of learning by understanding its significance for effective future ministry. She comes to understand that learning and religious formation are parts of an integrated process necessary for mission service.

Intercultural Community Formation

Enables women religious to be rooted in their own culture and to cross over to other cultures with respect and sensitivity, while deepening skills for religious community.

...we meet with friendliness and goodwill those among whom we announce the gospel, growing into their historical situation, customs and mentality...we make every effort to master the language of the people and become familiar with their history and culture. Following the principles of the gospel, we respect the customs and habits of the people among whom we work, avoiding every derogatory criticism and comparison. (SVD Constitutions, 120.1 and 2)

The Religious Formation Program invites the religious sister to develop the skills and abilities vital for crossing over to other cultures and for ministering in a multicultural church. The Program first enables her to grow in appreciation of her own culture and to learn about and appreciate other cultures. It then enables her to develop the ability to challenge and critique her own and other cultures, even as she grows in awareness and respect for those cultures. The Program invites the religious sister to continually deepen her commitment to life in religious community through actively building up the community and accepting support from others. The life of study, work, and worship within the College's intercultural and religious environment provides opportunity for developing this commitment.

Missionary Ministry Formation

Allows women religious to develop their ministry skills and to apply their gifts and education to mission service.

In order that this vocation can develop fully, formation must be integral, rooted in one's own culture, community-forming, directed towards apostolic service and open to the needs of the world... (SVD Constitutions, 502)

Besides the skills and knowledge requisite for mission, the Religious Formation Program offers opportunity for applying these tools in concrete activities within a Christ-centered community. This practical service helps the religious sister see how her coursework and other activities fit in with the charism of her congregation.

Careful preparation, supervision and support, reflection and evaluation characterize the service experience. Challenges inherent in working with people of differing socio-economic or cultural groups offer significant opportunities for growth. The structure of the program helps educate the religious sister about her own areas for growth, and helps her develop critical insight and sound judgment. The process further stimulates her desire for service as she learns of the needs of the world and her own gifts in meeting those needs.

FORMATION PROGRAM FOR WOMEN RELIGIOUS

The Formation Program of Divine Word College fosters the maturity and growth of the religious sister oriented toward mission in five facets of development: human, spiritual, intellectual, intercultural community, and mission ministry. Her growth is demonstrated through observed

behaviors and expressed ideas, manifestations of her own deepening discernment of her call which allow others to help evaluate her readiness for mission.

The religious sister is challenged to see the Program's expectations as an invitation to freely choose, out of love and a personal relationship with Jesus Christ, a way of life that leads to dedicated mission service, personal fulfillment in a shared community life, and her own ever-deepening spiritual life.

Each facet of the Program consists of a rationale, means of implementation, outcomes, and the means used to assess those outcomes.

Facet One: Human Formation

Human Formation requires an integration of knowledge and acceptance of self, physical and psychological health, sexuality and celibacy, and interpersonal relationships. Each contributes to the development of the others. This integration moves the individual to healthy holistic human development.

Knowledge and Acceptance of Self

Self-awareness and acceptance of self are an essential component in the mature religious sister's ability to respond freely to her call to religious mission.

Every year, each religious sister is assigned to a formation group. This group is led by a Formation Director who accompanies her for the academic year, and the Formation Groups meet regularly. The purpose of the formation group meeting is to present information regarding religious life, mission, and issues of personal and vocational growth. The formation group also offers an environment in which members of the group interact in such a way as to deepen their understanding of each others' values and perspectives. The group is a lived experience of community, a place to enjoy and learn from each other, share personal journeys, discuss and solve problems, and develop skills essential to religious community life.

To facilitate the religious sister's increasing self-awareness, her Formation Director helps her set reasonable and measurable personal goals at the beginning of each academic year, including the steps she will take to achieve these goals. The goals can be modified as needed during the year. This process encourages her to undertake greater responsibility for her own growth. Personal sharing once a semester with her Formation Director involves discussions of her progress in the context of the five facets of the Formation Program.

In this process, the religious sister demonstrates an increasing awareness of her interpersonal and emotional life, sexual development, accomplishments and leadership. She also notes areas that may still need maturing.

The Dean of Students will inform the religious sister's major superior and religious community formation director about her progress when requested.

Physical Health

It is important that the religious sister is aware of the need not only to take care of her own physical health but to develop the physical stamina necessary for work required in mission.

In order to encourage habits that promote good physical health, the College provides balanced meals, and recreational facilities with a swimming pool, weight room, gym, tennis courts, and outdoor sports fields. Intramural activities are also offered. Women religious are expected to avail themselves of these facilities and activities according to their own interests and abilities. The Program also provides a regular series of formation topics related to a healthy lifestyle.

The religious sister demonstrates her commitment to good physical health by her choice of regular exercise, maintenance of an appropriate weight, healthy eating habits, and regular medical and dental care.

Psychological and Emotional Health

Religious mission is dedicated to service characterized by a commitment to intercultural living. To live among people whose cultures and belief systems are often different from her own, she must possess strong emotional health and skills for maintaining it. The healthy religious sister is stable, handles conflict satisfactorily, moves past disappointments and defeats, is able to tolerate differences of opinion, and copes successfully with the normal tensions resulting from community life.

The Religious Formation Program provides a regular series of formational topics on healthy emotional development and offers opportunities to meet with a Spiritual Director, Formation Director and/or professional Counselor. There are also opportunities for the religious sister to work with others in a range of leadership positions that can at times be demanding and stressful. With the guidance of members of the Formation Team and other supervisors, she learns how to cope with the emotional demands required in leadership.

In the Religious Formation Program, this development is measured through the Formation Director's direct observation of the religious sister's emotional stability and ability to exercise her leadership in working with others.

Sexuality and Celibacy

God created humankind as sexual beings in order to participate in the continuity of creation. The sexual energy present in each individual is at its richest when it is expressed in appropriate witness to bring about ever more fully the Kingdom of God. The call to the religious life necessitates a mature response to live the consecrated life of celibacy. The response to this call is to find mature love in relation to others and in particular to the people one serves and to find ways to express one's sexuality in a healthy way. Formation for religious mission requires that the religious sister come to a deeper understanding and appreciation of the physiological,

psychological and spiritual aspects of her spirituality and their implications for life-giving ministry.

The Religious Formation Program utilizes a number of means for developing growth and understanding of sexuality. Academic courses in Human Sexuality and Sexual Ethics are offered on an annual basis. Regular assembly presentations address topics in human sexuality. Each formation group studies issues on human sexuality appropriate to the group's formation level, starting with topics on basic biology and moving on to topics such as sexual orientation, boundaries, addiction, and male/female relationships. College policies clearly define appropriate sexual conduct and use of electronic and publication media. The religious sister participates in activities with a broad spectrum of individuals both within and outside of the College. Every year, the College provides the workshop "Protecting God's Children" to raise awareness regarding the importance of protecting minors from sexual abuse.

The Academic Program, formation group discussions and College-wide presentations and forums facilitate the development of sensitivity, respect, and appreciation of one's sexuality.

The religious sister may speak confidentially about sexual issues with the College Counselor and/or her Spiritual Director. Positive experiences and challenges in lived relationship with others come from social activities and living in a close community. Outlets for sexual energy can be found through sports, study, work, service and prayer. There are also important opportunities for her to come to appreciate herself and reflect on the life she has committed herself to through times of solitude and retreat.

Within the context of spiritual direction and with other trusted formation personnel, the religious sister begins to learn to share how her sexuality impacts her personality, spirituality, and ultimately her ministry. She has regular opportunities to meet with spiritual directors and counselors. The College exercises special sensitivity to the personal and cultural needs of individual religious sisters in the discussion and consideration of human sexuality.

A religious sister who has a healthy sexual identity as a celibate will demonstrate this through her ability to maintain appropriate boundaries with friends and those with whom she ministers and interacts. She will have accurate knowledge about human biology regarding her sexuality.

The Formation Director notes the religious sister's ability to maintain healthy boundaries.

Interpersonal Relationships

In order to be an effective minister in working with others, in leadership, in positive contributions to community living, the religious sister requires good interpersonal skills.

Opportunities to learn and practice interpersonal skills are present in formation groups and college community, working through issues related to community living and the various recreational opportunities offered at the College.

A religious sister demonstrates these growing abilities by active participation in the life of the College community through the exercise of leadership, responsible fulfillment of assigned duties, volunteering, and social interaction with both peers and staff. The successful development of interpersonal skills is verified through the Formation Director and peer evaluations for those in temporary vows and through the sensitivity and insight she shows in her own self-evaluation and her evaluation of others.

Facet Two: Spiritual Formation

A core foundation for mission service is a strong personal and communal relationship with Jesus Christ. A religious sister needs a solid life of prayer to support her in carrying out her work of spreading the Gospel. Jesus Christ modeled this in His own life through frequently going to a quiet place to commune with the Father. The core areas of development for her are strong faith development, personal prayer, participation in communal prayer and vocation development.

Faith Development

Faith in God and its expression are personal to the religious sister and her relationship to God, the Creator. Genuine faith can be seen in her active response to God's Word and in a life based on Christian values. A deep faith in Jesus Christ and His Church as community of faith is foundational for dedicating herself to religious mission.

To assist the religious sister in her faith, the Religious Formation Program offers liturgical formation, content topics related to faith, annual retreats, and days of recollection. There are ample spiritual reading resources in the College library and reading room. Opportunities exist for her to participate in student-initiated prayer groups and sharing. A key component for faith development is her participation in regular spiritual direction. Women religious who are in temporal vows are required to see a spiritual director monthly. Those who are in final vows are highly encouraged to see a spiritual director regularly. Priests are also available for the Sacrament of Reconciliation weekly and upon request.

The faith life necessary for religious-mission is best demonstrated through the religious sister's self-evaluation, her own articulation of her faith as demonstrated in community. She also expresses her faith and spiritual journey in formation group Bible sharing and also by the ways she places her faith on a level of importance equal to or greater than other aspects of her total development.

Personal Prayer

Within the context of faith, a personal relationship with the Lord is best developed in prayer. The religious sister exhibits the importance of setting aside time for private prayer, meditation and Scripture.

To facilitate personal prayer, the College provides the main chapel and small private chapels with particular devotional and ethnic themes for places of solitude. Tranquility weekends, where College activities are curtailed, also give the religious sister additional time for prayer or spiritual

reading. Quiet time in the evening is also encouraged in the sisters' residence for prayerful environment. The campus ground is also a tranquil sanctuary where she can encounter God in nature. Further prayer resources are available through the library and in the various chapels on campus.

A religious sister who sees the importance of personal prayer in her life will set aside regular times in her daily schedule where she can encounter the Lord in reflection or Sacred Scripture. She uses the various chapels, opportunities for prayer times and spiritual readings provided by the College.

The Formation Director assesses a religious sister's personal prayer by asking about her satisfaction with the nature and quality of her prayer life.

Communal Prayer

The community comes together to worship God and to pray in mutual support and as an expression of faith. A religious sister goes beyond her individual expression of prayer and enters into the prayer of the community as she has done in her religious community prior to coming to Divine Word College.

As a community, the College comes together for daily Eucharist, evening prayer, services offered during Holy Week or special occasions, and formation group Bible Sharing. There are opportunities for communal prayer with small prayer groups outside of formal community prayer and the weekly Holy Hour. The College encourages particular cultural expressions of liturgy by setting aside a day each week for Masses to be celebrated not only in English but also other languages.

A religious sister who has come to internalize the importance of the Eucharist in the daily life of the Church and community is present on a daily basis. She also actively participates in the life of the faith community by attendance at Vespers, shared formation group prayer, and special religious events such as during Holy Week.

The communal prayer outcome is measured through the religious sister's faithful attendance and active participation at daily Eucharist, Sunday Vespers and other designated communal and formation group prayer times.

Vocation Development

Divine Word College provides an environment for ongoing discernment. A religious sister's efforts to deepen her religious commitment are an essential component of her spiritual development. This effort takes place through the processes of faith development, personal prayer and reflection, and active participation in communal prayer and spiritual direction.

The Program schedules regular presentations by SVD missionaries and special sessions within Formation Groups to help the religious sister further understand the nature of mission activity. In

spiritual direction, she discusses and refines her discernment within a confidential setting. The College Counselor has various psychological instruments to assist her to further understand herself and her gifts and talents. Various College celebrations such as Mission Sunday also provide additional contexts for understanding mission.

A religious sister who takes seriously these core dimensions of faith development and fully participates in them gives evidence of a commitment to her vocation. Her presence at College sponsored activities supports her genuine commitment.

Facet Three: Intellectual Formation

As a future leader in the Church, the religious sister must come to recognize that her education and intellectual development are essential tools for becoming a knowledgeable leader and communicator in the Church. A strong intellectual foundation plays an essential role in her total development, especially through reading as a way to continue to gain knowledge about herself and to more deeply appreciate and understand the world within which she lives. As a minister/leader, she will find herself engaging in dialog with others of differing perspectives, which will require strong intellectual skills. Key components are her attitude towards learning and her commitment to becoming an educated person and a life-long learner.

Attitude to Learning

A religious sister preparing for mission shows an intellectual curiosity and a positive attitude toward learning. This attitude is crucial to complete a rigorous course of studies.

The Formation Program provides interviews and formation groups as both places and resources for further positive intellectual development. Formation group discussions include topics such as techniques for effective study, which will help her thrive in her academic work. Divine Word College also provides cultural events, reading materials, and access to electronic media which enhance her learning.

A successful religious sister works to acquire a solid education that will serve her as a foundation for the rest of her life and develops a dedication to continuing intellectual growth. With such an attitude she will venture outside of mere academic requirements and make use of educational media available to her. This attitude is expressed in curiosity about the world. The regular reading of newspapers, scholarly magazines and journals is evidence of her growing intellectual curiosity and sophistication.

The religious sister's attitude toward intellectual development is demonstrated in her cumulative grade point average and its maintenance and improvement. Her Formation Director and the Dean of Students receive a copy of her semester grade report and have access to her daily progress through on-line grade reports.

Commitment to Learning

A successful religious sister completes the Formation Program with a strong commitment to intellectual development needed for life-long learning. To help facilitate a commitment to intellectual growth and life-long learning, the College provides an excellent library, a reading room with a large number of magazines and newspapers, various cultural events, and access to the worldwide web. Every day conversation is also an opportunity for her to improve her learning and communication skills. The Formation Director assists her in establishing personal academic goals for her intellectual development and in helping her achieve those goals. (cf. Knowledge and Acceptance of Self)

Evidence for this growing commitment can be measured through a religious sister's participation in extra-curricular programs and attendance at special cultural events. This commitment is measured in her dedication to personal study and genuine interest in improving the quality of her learning. The Formation Director speaks with her about her intellectual activities and notes her participation in extra educational activities.

Facet Four: Intercultural Community Formation

In the spirit of the Society of the Divine Word, women religious dedicate themselves to the goal of the proclamation of God's Word to all peoples. To achieve this goal, the religious sister may have to be ready to leave her own culture and to "pass over" to other cultures and live and work in communities comprising members of many cultural backgrounds. An important facet of the Religious Formation Program, therefore, is preparation for intercultural living. This facet involves respect, participation, skills, and the appreciation and ability to analyze her own culture.

Development of Respect

To successfully interact with other members in intercultural community and mission, and work in cultures beyond her own, a religious sister must respect and appreciate cultural differences.

The College offers opportunities for the religious sister to develop cultural respect. The Formation Program provides her with the opportunity to live with students from cultures other than her own. Cultural dinners, cultural music, ethnic magazines, and art from different areas of the world offer a multitude of perspectives.

A religious sister has the opportunity to participate in Mission Sunday, Lunar New Year, and other cultural celebrations. To offer her an opportunity to develop on-going relationships with families in the local area, the College sponsors the Friends Across Nations Club.

Issues related to understanding and respect are discussed openly in the Dean's Forum and formation groups.

The religious sister demonstrates respect by reaching out to and having close friendships with individuals outside of her own cultural background. She reaches out by engaging in activities

such as sharing meals in the dining room, sports activities, mixing in social events, walks and conversations. The Formation Director considers her attendance and genuine participation in cultural events and celebrations.

The religious sister is expected to develop a growing understanding and appreciation of the various and changing roles of women in society and the Church.

Community Participation

In addition to cultural celebrations, the College sponsors work-study/community service where a religious sister has a chance to perform service for the College community; such as working as sacristans, washing dishes, moping the hall ways, etc. Besides the work-study/community service, the College also sponsors ministries of service to people beyond the immediate College community with the elderly, homeless, physically and mentally disabled, ethnic parish events, and youth. All students, including women religious, are assigned to different ministries during their time at Divine Word College. The formation group charters aim to bring students together in various activities. Recreational facilities such as the Pour House, student lounge, and sports areas are designed to bring students together for greater interaction.

A religious sister who comes to appreciate other cultures will demonstrate this appreciation through positive interaction with others from different cultures in leadership positions. She interacts in the classroom, dining room, chapel, activities and sport events. She learns about other cultures through reading and other media. She learns a language other than her own and gains the cultural understanding that goes with that language. The Formation Director will observe and assess whether she takes the initiative to reach out to members of other cultures by inviting them to join in social activities.

Skills for Intercultural Living

A religious sister learns skills for intercultural living and service in such courses as World Art, World Music, Humanities Survey and other academic settings. She learns to sing in different languages through liturgy preparation and by preparing for cultural events in which all students participate. Weekly ministries, language classes, and community service teach further skills.

As a religious sister completes her formational experience at Divine Word College, she builds skills in living and working interculturally, including leadership skills for working with individuals from different cultural backgrounds.

Critical Appreciation of One's Own Culture

A religious sister becomes more aware of her culture and its assumptions when exposed to a different culture or set of values. She comes to a greater awareness and appreciation of the gifts of her culture, yet must be able to critique aspects of her culture.

The religious sister comes to a greater awareness of her own culture through making presentations, preparing foods, sharing in her formation group and participating in Masses

celebrated in her native language. Intercultural courses present her with intellectual tools for reflection on her own culture and other cultures. The library has a significant collection of books in different languages about various countries and their cultures. The College educates on immigrant experiences and adaptation to new cultures. The Religious Formation Program is structured so that she will be able to discuss and write about the values explicit and implicit in her own culture.

Facet Five: Formation for Mission

The religious sister continues to develop awareness of her own gifts and how these may be applied to the mission endeavors of the church in the spirit of the Society of the Divine Word. In the future she will use her gifts in service of the Christian Community and the proclamation of the Good News. At the College level, she begins to become aware of what will be required of her as a religious engaged in mission. Growth in mission ministry involves establishing and or deepening ministry skills and developing awareness of what may be required of her in mission.

Ministry Skills

The College provides opportunities for ministry which are often intercultural experiences for the religious sister. These experiences are evaluated with her on-site supervisor and are shared in reflection with her formation group at the end of each semester. She then completes an end-of-year self-evaluation of her own ministry efforts both within and outside the College.

Skills for ministry are measured through the religious sister's willingness to go beyond simply meeting her own needs to extending herself to be of genuine service to others. She exhibits this through her willingness to volunteer for common activities as her gifts allow. She is willing to explore skills and activities she may not have tried before because she realizes their development may be helpful in communal mission life. She shows responsibility and commitment to do her best in carrying out community assignments. She develops confidence in completing assigned tasks and taking initiative.

Awareness for Ministry

By awareness, the religious sister is able to come to a theological reflection, both oral and written, of her ministerial experiences and how they might be a lived reality of the Gospel message. Satisfaction and growth in ministry in the context of the theological reflection become important components for vocational growth. Along with her formation group and her Formation Director, she takes a realistic look at her faithfulness in fulfilling various ministries both within and outside the College.

The College provides opportunities for the religious sister to deepen her understanding of ministry. Academic offerings, a program of cultural events, as well as the décor of the College celebrate the universality of the Church's mission, its grounding in all cultures. She has opportunities to interact with Divine Word Missionaries who have served in other parts of the world. She participates in a lively Mission Sunday liturgy and international food festival. Through formation group activities and interviews with formation directors, she reflects on her

growth in readiness for ministry across cultures, social and economic classes, for dialogue with persons of other religions.

The religious sister's ministry reflection with her formation group and Formation Director provide a gauge of her understanding and sense of her vocation. Work-study evaluations provide evidence of her faithfulness to basic community responsibilities. Participation in campus activities shows her willingness to go beyond minimum expectations.

EVALUATION AND ASSESSMENT *

The Evaluation of the Program

The religious sister's evaluation of the Religious Formation Program occurs during the final few weeks of the academic year. The religious sister evaluates the overall Program, her own formation group, her Formation Director, retreats, recollections, topics presented, counseling services, spiritual formation, and ministry program. Formation Directors give both oral and written summaries to the Formation Team during the school year's final meeting. The information from the women religious' evaluations is discussed and evaluated, leading to adjustments in the Program as needed.

Assessment to Measure the Effectiveness of the Program

At the end of each academic school year, Formation Directors assess how well the Women Religious Formation Program has met its stated outcomes for all religious sisters. In this process, the Formation Directors use all religious sisters' evaluations, Formation Director's observations and formation group input to assess the progress of the Women Religious Program. Each religious sister's progress is assessed two years after her entrance into the ESL Institute, at the end of her second year in the College Program and at the completion of her program at Divine Word College. She is assessed using a Likert-Scale to measure her progress toward competence in each facet of the Program. Formation Directors set a target score in each area. To assess the Program itself, a total score for each item and the cohort group is ascertained and studied to determine any areas where expected outcomes are not being met. This allows Formation Directors to make adjustments in the requirements or activities meant to help her meet the outcomes. This Program assessment also helps identify other areas in the Program that may be in need of modification, increased emphasis, or further development.

Evaluation of Religious Sisters in Temporary Vows

At the end of each semester the religious sister, with her Formation Director, will assess her progress based on her personal goals from the five facets of the Women Religious Formation Program. A religious sister who is in temporary vows is evaluated at the end of each academic year, using the five facets of the Formation Program, by self-evaluation and peer evaluations among those in temporary vows and her Formation Director. Information from this evaluation

will be used to help her be a mature, responsible leader and member of the Divine Word College community.

SUMMARY

The Women Religious Formation Program at Divine Word College offers women religious an opportunity to learn about the spirit of mission and heritage of the Society of the Divine Word. All dimensions of the Program, particularly its developmental outcomes, assist the religious sister in discerning and deepening her vocation to religious mission and ministry.

*Evaluation and Assessment are fully explained in the Assessment Tools for the Religious Formation Program. Please refer to that document for more detail.

DIVINE WORD COLLEGE
FORMATION DIRECTOR MANUAL



December 2007
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FORMATION DIRECTOR MANUAL

Divine Word College

December 2007

1. INTRODUCTION

- 1.1 The purpose of this Manual is to define the role of those who minister as Formation Directors at Divine Word College.
- 1.2 The call to work in formation is both a great challenge and an opportunity. Here at Divine Word College, this challenge is even greater because of the multi-cultural composition of our student body. We must respect, challenge, and assist all students as they continue to develop their own identity and language skills, and skills to adapt to a multi-cultural setting. Our role is to... “accompany those entrusted to us on their way to Christ.” (SVD Constitution # 521)
- 1.3 The official formation document is Divine Word College Religious Formation Program (RFP). It describes the philosophy, areas of development and specific objectives, and methods of formation in use at Divine Word College. This document is based on The Constitutions of the Society of the Divine Word and the Program of Priestly Formation, 5th edition (PPF) a document prepared by the National Conference of Catholic Bishops.
- 1.4 Information and procedures needed for the practical order of community living and a description of the rights and responsibilities of the students is contained in the Student Handbook. Academic information and procedures are in the College Catalog.

2. PHILOSOPHY

- 2.1 The most important and basic Formation Director is God, for God is the one who calls and gives the graces for growth. The next most important individual is the student, because development cannot happen without their cooperation and commitment. At the next level is the Formation Director. The Formation Directors are responsible for assisting the growth and development of the members of their formation group. They do this by counseling, advising, teaching, mentoring, encouraging, challenging, confronting, and above all loving the members of their formation group.
- 2.2 The Formation Directors support the purpose of the Religious Formation Program at Divine Word College to “foster the maturity and growth of the missionary candidate in five facets of development: human, spiritual, intellectual, cross-cultural community, and missionary ministry. The candidate’s growth is demonstrated through observed behaviors and expressed ideas, which form the

basis for the candidate's own deepening understanding and discerning of their call and evaluating the candidate's readiness for novitiate... " (RFP)

3. ORGANIZATION

- 3.1 For formation purposes, the student body is divided into several formation groups. A Formation Director is assigned to each formation group by the Vice-President for Formation and will engage in many tasks stemming from the principle found in the SVD Constitutions, namely: "Our formation is total and integral: it seeks to bring about human maturity, professional competence, and committed faith." (SVD Constitutions #503)
- 3.2 The Formation Directors are appointed by the President upon the recommendation of the Vice-President for Formation. They are responsible to the Vice-President for Formation.
- 3.3 The Formation Director should "provide for group reflection on the seminary experience in order to help the students integrate academic and field experience." (PPF, p. 343) Under the leadership of the Formation Director each formation group should experience living, working, and worshipping together.
- 3.4 The Formation Directors are immediately responsible for the development of the students in their formation group and are ordinarily the student's primary formational contact.
- 3.5 The Formation Directors work closely with the Vice-President for Formation and the Dean of Students, who play active roles in the life of the students. The Vice-President for Formation has general responsibility for the implementation of the Religious Formation Program and the Dean of Students for the Student Handbook.
- 3.6 The work of a Formation Director is ordinarily equivalent to 3 credit hours of teaching per formation group.
- 3.7 The Formation Directors are voting members of the Formation and Student Life Committee.
- 3.8 The Formation Team consists of Vice-President for Formation, Dean of Students, Formation Directors, Counselor, Coordinator of Spiritual Life, Coordinator of Missionary Ministries Program, College Chaplain, faculty representative from academics, and three student representatives, at least one of whom is a female student. The Vice-President for Formation is the chair of the Formation Team.

4. GUIDELINES

- 4.1 The Formation Directors are immediately responsible for mentoring the students in their formation group in the development of the following facets:

- 4.1.1 Human Formation
- 4.1.2 Spiritual Formation
- 4.1.3 Intellectual Formation
- 4.1.4 Intercultural Community Formation
- 4.1.5 Missionary Ministry Formation
- 4.2 The Formation Directors carry out this responsibility especially in the following ways:
 - 4.2.1 Through formation group activities, such as formation group meetings, liturgies, prayer, Bible sharing, recollections, and retreats.
 - 4.2.2 Through active participation in community events.
 - 4.2.3 Through individual counseling they make themselves especially available to their formation group. They take the initiative to contact the members of their formation group when necessary. They conduct regular interviews with members of their formation group.
 - 4.2.4 Through special help to students when requested or as needed.
 - 4.2.5 Through cooperation with and carrying out the disciplinary policies of the College and with the sanctions imposed by the proper authority.
- 4.3 It is essential that the Formation Directors discuss with those under their jurisdiction problems that are associated with “dual relationship,” which is when the Formation Director holds simultaneously two positions of authority over the student that can potentially be in conflict.

5. RESPONSIBILITIES OF THE FORMATION DIRECTOR

- 5.1 To attend Formation Team meetings
 - 5.1.1 The Formation Team meets at regular times during the school year to discuss related business, concerns, and issues.
 - 5.1.2 Before the school year begins the Formation Team meets to prepare for the arrival of students.
- 5.2 To attend other formation meetings as well, such as staffing meetings, support meetings, joint meetings with other departments, etc.
- 5.3 To attend formation workshops when organized by the Vice-President for Formation or other types of ongoing education related to formation or spirituality.

- 5.4 To participate in formational input sessions as designated by the Vice-President for Formation (e.g., on Spiritual Direction issues, worship, etc.).
- 5.5 To participate and be present at communal worship and at community celebrations or special events, such as beginning and end-of-the year picnics, Family Feast, Come and See Weekends, Mission Sunday, Lunar New Year, Holy Week, Graduation etc.
- 5.6 To schedule the Formation Group Evening Conferences by using the provided topics and to facilitate them. These conferences are scheduled weekly, normally on Wednesdays from 7:30 p.m. to 8:30 p.m. The Formation Director is to be present for all of the meetings. The Formation Directors closely monitor the developmental process of the various members of their group.
- 5.7 To participate in all large community conferences.
- 5.8 To assure the formation group liturgies, night prayer/Bible sharing:
 - 5.8.1 To see to it that these liturgies and night prayer/Bible sharing take place and are properly planned.
 - 5.8.2 Each formation group celebrates mass once a week.
 - 5.8.3 Bible sharing and night prayer alternate – Bible sharing one week and night prayer the next week.
 - 5.8.4 If the Formation Director is a priest, he does not need to always be the presider. A variety of presiders is encouraged.
 - 5.8.5 The students in the formation group take turns preparing for mass such as choosing a date for formation group mass, inviting a presider, setting up for mass, taking care of the readings, songs, etc.
- 5.9 To plan and coordinate the Day(s) of Recollection.
- 5.10 To plan and coordinate the annual weekend retreat. Each formation group makes one weekend retreat. The Formation Directors are responsible for seeing that the retreat is planned. They are expected to be part of the retreat experience. The seniors/associates as part of the novitiate preparation participate in the pre-novitiate retreat over the Thanksgiving break.
- 5.11 To have Goal Setting Interviews (GSI) and periodic interviews.
 - 5.11.1 The purposes for the GSI include: to discuss with each student their goals for the present school year, to learn more about the student's life, background, vocation motivation, etc.; and to monitor the adjustment process and progress of each student while living at DWC.

- 5.11.2 The Formation Directors must schedule regular interviews with all the members of their formation group.
- 5.11.3 Interviews should be scheduled at least two times per semester – at the beginning and toward the end of the semester. During the interviews the Formation Directors should see into how well the student is fulfilling their goals.
- 5.11.4 The Formation Directors should also be available for extra meetings with the students when requested.
- 5.11.5 The GSI form is to be completed in writing by the student before the first interview. The Formation Director and the student each keep one copy.
- 5.12 To hold end-of-the-year evaluations and to process the Growth and Development Reports (GDR)
 - 5.12.1 All students have an end-of-the-year evaluation.
 - 5.12.2 Each student fills out their own self-evaluation form based on the guidelines on the GDR. This should be done prior to the formation group evaluation meeting.
 - 5.12.3 The members of the formation group evaluate one another using the same evaluation form (also prior to the formation group evaluation meeting) based on the guidelines on the GDR.
 - 5.12.4 At the evaluation meeting, the student being evaluated presents their own self-evaluation first to their formation group, then is given feedback from the other members, and, if appropriate the Formation Director. If the Formation Director participates, their evaluation should be done on each student before the meeting.
 - 5.12.5 Alternatively, the Formation Director can set up a private meeting with each student to go over their own evaluation and peer evaluations.
- 5.13 To have a student file for each student in their formation group. The file includes: Goal Setting Interview form, end-of-the-year evaluations (self-evaluation of each student, summary of peer evaluations, and their own evaluation for the student), and any other relevant documents.
- 5.14 To make two complete copies of a student file (including all the documents mentioned in 5.13) of all members of their formation group and give both copies to the Dean of Students. One copy will be filed in the Dean's Office, the other given to the student's Formation Director for the following year. This should be done at the end of the school year.

- 5.15 To engage in regular spiritual direction and counseling as a means of nurturing their own spiritual and human growth.

6. RESOURCES

- 6.1 To assist in the work of formation, Divine Word College provides the following resource personnel: Vice-President for Formation, Dean of Students, Spiritual Directors, Counselor, Chaplain, Coordinator of Liturgical Music, Coordinator of Missionary Ministries Program, VP of Academic Affairs as well as dedicated faculty and staff.
- 6.2 The following resources are available at DWC: Religious Formation Program, The Student Handbook, The Constitutions of the Society of the Divine Word, The Program of Priestly Formation, other valuable magazines, like Human Development, Review for Religious, in the Periodical Reading Room, and books in the library, and a variety of publications of the Society of the Divine Word, such as Arnoldus Nota, Verbum, Word/USA, etc.

7. CONFIDENTIALITY

- 7.1 Religious Formation Program states: Outside of the meetings, the members of the formation group do not discuss personal issues of any member without their consent.
- 7.2 Concerning the formation files:
- 7.2.1 An ongoing formation file of each student currently enrolled is kept in the Dean of Students' office. As official records maintained by the formation program, they are declared to be confidential. There are to be no exceptions.
- 7.2.2 Formation Directors have open access to the official files of the members of their formation group. Likewise, each student has a right to inspect their cumulative formation file within a reasonable time, not to exceed 45 days, after making such a request. Such inspections are to be done in the presence of the Dean of Students. Unrestricted access is not allowed. As it is, the students already have a copy of all that is contained in their formation file except for their application papers.
- 7.2.3 When a student leaves Divine Word College, or does not go to the novitiate after graduation, their formation file is normally kept for two years and then all except the application form and other relevant documents are removed. This file is always kept in the Dean of Students' Office.

DIVINE WORD COLLEGE
SPIRITUAL FORMATION MANUAL



January 2020

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SPIRITUAL FORMATION MANUAL

Divine Word College

INTRODUCTION: SPIRITUAL FORMATION

The Divine Word College Religious Formation Program aims to foster within its students a religious or lay missionary vocation. The Program encourages the development of students' intellectual capability, spiritual gifts, growth in community and ministerial skills. This occurs within a community intentionally intercultural and shaped by the missionary spirituality of the Society of the Divine Word (SVD). The Program nurtures in students a life-long commitment to serving God's people.

Spiritual Formation develops faith-filled discerning students rooted in Jesus Christ and committed to personal and communal prayer as a foundation for missionary service.

We must shape our lives according to our faith by always listening for the voice of the Holy Spirit, who speaks to us in scripture, in the life of the community and of the Church, as well as in contemporary events. Our response should be in prayer and action. As missionaries of the Divine Word, our spiritual lives are inspired by St. Arnold Janssen's example, for he was a man of faith and prayer, of openness and dedication. (SVD Constitutions, 508)

The Religious Formation Program invites students to grow in their awareness of God's presence in the world and their understanding of the mystery of the death and resurrection of Jesus. As the Incarnate Word proceeds from the communion of the Trinity in service to others, so students learn that religious or lay missionary life is always communal and rooted in a concrete social and historical reality. As Jesus emptied himself and "took on our human likeness," so students learn to empty themselves of their cultural predispositions and biases, even their language, in order to become one with others, to be re-formed in a new missionary spirituality.

A core foundation for missionary service is a strong personal and communal relationship with Jesus Christ. Divine Word Missionaries emphasize the importance of a solid life of prayer to support them in carrying out their work of spreading the Gospel. Jesus Christ modeled this in His own life through frequently going to a quiet place to commune with the Father. The core areas of development for the religious or lay missionary students are strong faith development, personal prayer, participation in communal prayer and vocational discernment.

Faith Development

Faith in God and its expression are personal to the individuals and their relationship to the Creator. Genuine faith can be seen in their active response to God's Word and in a life based on Christian values. A deep faith in Jesus Christ and His Church as community of faith is foundational for dedicating themselves to the religious or lay missionary life.

To assist students in their faith, the Religious Formation Program offers liturgical formation with content topics related to faith, and annual retreats and days of recollection. There are ample spiritual reading resources in the College library and reading room. Opportunities exist for students to initiate and participate in prayer groups and sharing. A key component for faith development is the students' participation in regular spiritual direction with directors with whom they share their spiritual journeys and ways of strengthening their faith. Individual reconciliation is always available. Communal reconciliation services are offered each semester, especially during the Advent and Lenten seasons.

The faith life necessary for the religious or lay students is best demonstrated through their self-evaluation and articulation of their faith as manifested in community. Students also express their faith and spiritual journey in formation group Bible Sharing and demonstrate that they place their faith on a level of importance equal to or greater than other aspects of their total development.

Personal Prayer

Within the context of faith, a personal relationship with the Lord is best developed in prayer. Students come to realize the importance of setting aside time for private prayer, meditation, and Scripture.

To facilitate personal prayer, the College provides the main chapel and small private chapels with particular devotional and ethnic themes for places of solitude, walking paths within the campus, quiet times in the evening in the dormitory areas, and tranquility weekends where College activities are curtailed, allowing students additional time for prayer or spiritual reading. Further prayer resources are available through the library and in the various chapels on campus.

Students who see the importance of personal prayer in their life will set aside regular times in their daily schedule where they can meet the Lord in reflection or Sacred Scripture. They also use the various chapels, opportunities for prayer times and spiritual readings provided by the College.

The formation director assesses the students' personal prayer by asking about their satisfaction with the nature and quality of their prayer life.

Communal Eucharist and Prayer

The community comes together to worship God and pray as a mutual support and expression of the spirituality of the Society of the Divine Word. Students learn to go beyond their individual expression of prayer and enter into the prayer of the community.

As a community, the College comes together for daily Eucharist, weekday and Sunday Vespers, weekly Holy Hour, liturgical services offered during Holy Week, and during special occasions. Formation groups also convene weekly for the Eucharist, prayer, and bible sharing. The College encourages particular cultural expressions of liturgy by setting aside Monday (except the third) of each week for Masses to be celebrated in English and other languages.

Students who have come to internalize the importance of the Eucharist and prayer in the daily life of the Church and community are faithfully and actively present on a daily basis.

Vocational Discernment

Divine Word College provides an environment for discernment. The students' serious efforts to discern, clarify, and deepen their religious or lay missionary vocation are an essential component of their spiritual development. This discernment takes place through the processes of faith development, personal prayer and reflection, and active participation in communal prayer.

The Religious Formation Program schedules regular presentations by SVD missionaries or other invited speakers, and special sessions within formation groups help students to understand the nature of SVD mission activity. In spiritual direction, students discuss and try to refine their discernment within a confidential setting. The College counselor has various psychological instruments to assist students to further understand themselves and their abilities. Various College celebrations such as Family Feast and Mission Sunday provide additional context for understanding the SVD.

Students who take seriously these core dimensions of faith development and fully participate in them give evidence of a serious effort to clarify and respond to their vocational call. Other evidence is their ability to articulate the important questions in their discernment to their formation director. Their presence at College-sponsored activities supports their genuine commitment.

LITURGICAL FORMATION

We encounter Christ in others and in every aspect of our work as well as in the celebration of the liturgy, in the Word of God, in prayer and meditation. This encounter is a continuing challenge to conversion and renewal. The closeness of the Lord brings joy into our lives and enables us to follow him in our crosses and sufferings. Thus we become like him in his self-emptying even unto death and so through the power of his resurrection enter into glory. (SVD Cons. 401)

The Eucharistic praise of the Father is continued in our community prayers and services which help us live in closer contact with the Lord. Our community prayers are composed according to the spirit of the liturgy, the spirituality of our Society, the customs of the country in which we work and in response to the needs of our time. Allowance should be made for creativity and new prayer forms. (SVD Cons. 403)

There are several ways that students prepare for meaningful worship experiences through the school year. Each week they participate in a Liturgical Preparation period. The greater portion of these sessions involves them in the learning of music for worship. Input sessions are also provided by the chaplain, liturgical music coordinator, formation personnel or guest speakers covering various liturgical topics such as spirituality and theology of Word and Eucharist, of the

liturgical year and devotional practices (taking into account the various cultural backgrounds of the student body).

On Sunday evening the Community gathers to celebrate the sung Liturgy of the Hours. In this community prayer of sung Vespers the community celebrates the light of Christ offered to us in baptism.

The worship life at Divine Word College involves the participation of everyone in the exercise of many ministries. Students are trained as cantors, readers, Eucharistic ministers, acolytes and ministers of hospitality, and music ministers participate in music ministry by playing a variety of musical instruments.

The celebration of the Eucharist is the focal point of Divine Word College worship as a believing community. At Divine Word College, the Eucharist is celebrated within both the large and small community, and also in languages other than English. Likewise, the students' appreciation of the Eucharist is enhanced by the degree and quality of their own active participation.

To aid students in their personal conversion, the sacrament of reconciliation is available during the Monday evening holy hour. The students are also required to participate in the communal reconciliation services which are scheduled during the Advent and Lenten seasons.

Participation in the Eucharistic liturgy is expected for each day, with the exception of Saturday. To build up the bond of companionship, each formation group celebrates the Eucharist together at least once a week.

Participation in community prayer and the following community functions is expected: a recollection once a semester, Liturgy Preparation periods, Family Feast, Mission Sunday, Holy Week celebrations, Graduation and other specified occasions.

RETREATS AND RECOLLECTIONS

Retreats:

Each formation group (except the Pre-Novitiate) participates in at least one weekend retreat per year, normally from Friday evening until noon on Sunday. This retreat is held in a quiet place away from Divine Word College. The Dean of Students is responsible for selecting the space. The formation team plans for the weekend spiritually and materially. The formation director or the Coordinator for Spiritual Life spends time with the formation group in preparation for the time away. These weekends are an opportunity to learn and strengthen the values of prayer, silence and community as privileged moments for encountering the Word.

The Pre-Novitiate formation group participates in 4-5 days of directed retreat away from Divine Word College at a time designated and approved by the Dean of Students. This directed retreat is meant to provide a two-fold purpose. First, it provides the candidate additional time for further

discernment before applying for the novitiate; and secondly, a foretaste of the 30-day retreat during the novitiate year.

Recollections:

Students spend the major part of one day per semester in recollection, group sharing and reflective silence. These days offer the opportunity for personal and communal reflection on different topics, guided by speakers from outside or within the College.

SPIRITUAL DIRECTION

That very same day, two of them were on their way to a village called Emmaus... and they were talking together about all that had happened. And it happened that as they were talking together and discussing it, Jesus himself came up and walked by their side; but their eyes were prevented from recognizing him. He said to them, "What are all these things that you are discussing as you walk along?" (Lk 24:13-17)

In spiritual direction a person (directee) meets with another more experienced person (director) in order to talk about and explore the directee's spiritual journey.

Spiritual Direction: A regular meeting (at least once a month) with an approved spiritual director is an essential part of spiritual direction, especially in arriving at the interiorization and integration needed for growth in sanctity, virtue, and readiness for Holy Orders. (PPF 110. 2006)

At the beginning of each school year the Coordinator for Spiritual Life submits a list of spiritual directors to the President for his approval.

The focus of spiritual direction is to assist the directees to discover/understand themselves, to deepen their relationship with God, and to further discover God's presence in their life and to clarify what the Holy Spirit is inviting them to act upon. In this process the directees might grow spiritually, move through the process of vocational discernment and come to greater freedom in decision-making.

Through regular one-on-one meetings (monthly or more frequently), the director accompanies the directees and might offer guidance, direction and encouragement as needed. The focus of these meetings is always the personal and spiritual growth of the directee.

All those in temporary vows and religious candidates are required to have a spiritual director. They meet with their spiritual directors on a regular basis.

Core items in personal spiritual formation

Students need to be aware of these KEY areas in their personal spiritual formation:

1. Personal and Communal Prayer
2. Vocation Discernment
3. Personal Relationships
4. Sacramental Life
5. Sexuality/Celibacy
6. Spirituality/Devotional Prayer
7. Scripture/Spiritual Reading
8. Prayer Styles
9. Silence
10. Disciplined Life

DIFFERENT FORMS OF HELPING

	Spiritual Direction	Counseling	Therapy
Person seeking help	Wants to discover action of God in life.	Wants relief from troubles.	Wants cure.
Goal of the process	Movement toward union with God.	Reconciliation, guidance in decision-making.	Self-acceptance and ability to function in society.
Methodology	Surrender to God; letting go of whatever blocks union with God.	Use of relationship with client for beneficial results.	Application of professional techniques aimed at specific results.
Attitude of helping person	Allowing God to work in the relationship.	'We can solve this problem together'.	'I'm the doctor'.

GUIDELINES FOR CHOOSING SPIRITUAL DIRECTORS

Spiritual Direction in the Seminary is a privileged and confidential relationship between a seminarian and a director who assists the seminarian to find his true self in Christ and to make a free and loving gift of that self in answer to the carefully discerned call of God. (Rev. Austin Doran, S.T.D.)

1. A list of spiritual directors, approved annually by the President, is disclosed and presented to the student body.
2. All those in temporary vows and religious candidates are required to have a spiritual director.
3. Non-ESL and returning students will, by themselves, choose a spiritual director at the prescribed time. These students are highly recommended to interview two or three spiritual directors and then make their choice.
4. All ESL and newly arrived students are assigned a spiritual director by the Coordinator of Spiritual Life at the prescribed time.
5. Directees can always discuss with their spiritual director the time and place of meetings, and some of the areas of growth they are attending to.
6. A list of *Core Items in Personal Spiritual Formation*, or any other materials which might be of help for spiritual direction, might be given to the directee.

GUIDELINES FOR CHANGING SPIRITUAL DIRECTORS

1. On the rare occasions when the spiritual direction relationship is not working as anticipated, the following procedure should be followed:
 - 1.1. The directee will discuss first with his/her spiritual director about the points of dissatisfaction and comes to an agreement on:
 - a) whether to continue or,
 - b) whether to end the relationship and seek another spiritual director.
 - 1.2. If b) above, the directee will then meet with the Coordinator for Spiritual Life to discuss the points of dissatisfaction about his/her spiritual director. If the directee still insists on changing of spiritual directors, the directee then follows the usual process of seeking a spiritual director.

CONFIDENTIALITY

Information which is part of the spiritual direction relationship:

The content of information which is discussed between the directee and the spiritual director is confidential, which means that the spiritual director is bound not to reveal the contents of the sessions, except in cases where the directee is involved in harm to self or to another person or the abuse of under age children or the elderly. These rare exceptions are explained to the candidate at the beginning of the spiritual direction relationship.

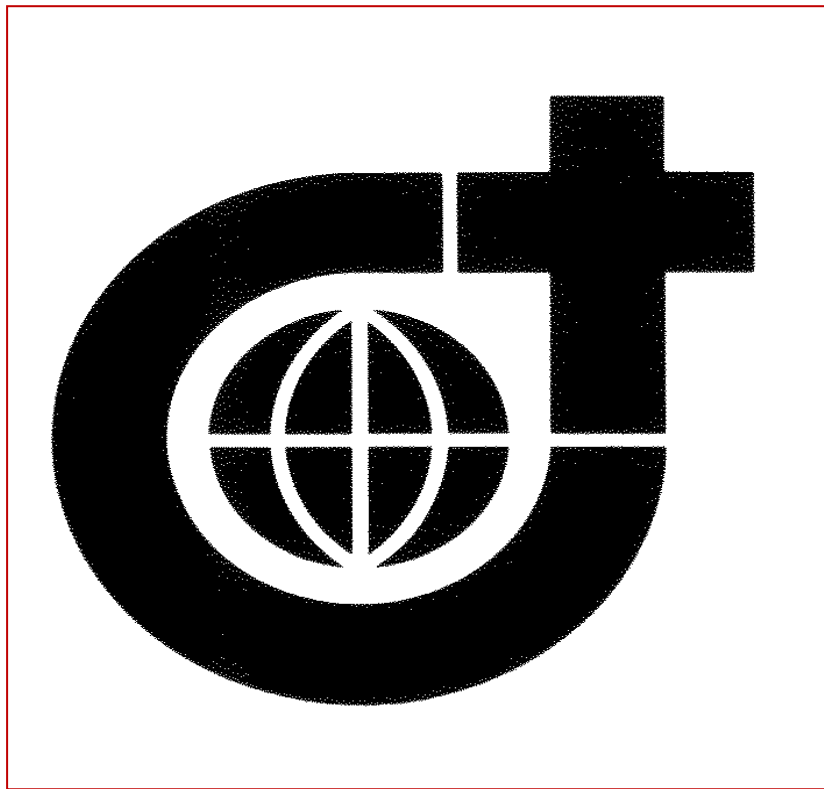
Disclosures that a seminarian makes in the course of spiritual direction belong to the internal forum. Consequently, the Spiritual Director is held to the strictest confidentiality concerning information received in spiritual direction. He may neither reveal it nor use it. The only possible exception to this standard of confidentiality would be the case of grave, immediate or mortal danger involving the directee or another person. (PPF 134. 2006)

Formation directors may, on occasion, ask directees to take a particular issue to their spiritual directors for further reflection. In such cases, the formation director has no right to expect the directees to reveal the contents of the spiritual direction sessions. The directees alone have the right to choose to reveal what they have discussed with their spiritual directors.

DIVINE WORD COLLEGE

MISSIONARY MINISTRY FORMATION

MANUAL



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MISSIONARY MINISTRY FORMATION MANUAL

FIELD EDUCATION PROGRAM

DIVINE WORD COLLEGE

The Religious Formation Program (RFP) of Divine Word College (DWC) includes as an integral element the program of apostolic formation generally known as the Missionary Ministry Program. Because of the importance of this program to the college seminary, all students and faculty are expected to make themselves aware of the Mission, Principles, Guidelines and Policies as well as the Program Requirement of this program. Each student is involved in the ministry from the first semester on and every faculty member shares a concern that the Ministries Program contribute positively to the education and formation of each student as part of their preparation for priesthood or brotherhood in the Society of the Divine Word or as religious.

MISSION STATEMENT

The Divine Word College Religious Formation Program aims to foster within candidates a religious missionary vocation. The Program encourages the development of a candidate's intellectual capability, their spiritual gifts, their growth in community and ministerial skills. This occurs within a community intentionally intercultural and shaped by the missionary spirituality of the Society of the Divine Word (SVD). The Program nurtures in candidates a life-long commitment to serving God's people.

INTRODUCTION: MISSIONARY MINISTRY FORMATION

Allows the candidate to begin to develop their ministry skills and to apply their gifts and education to missionary services.

In order that this vocation can develop fully, formation must be integral, rooted in one's own culture, community-forming, directed towards apostolic service and open to the needs of the world...(SVD Constitutions,502)

Besides the skills and knowledge requisite for mission, the Religious Formation Program offers opportunity for applying these tools in concrete activities within a Christ-centered community. This practical service helps the candidate see how their coursework and other activities fit in with a vocation to religious life.

Careful preparation, supervision and support, reflection and evaluation characterize the service experience. Challenges inherent in working with people of differing socioeconomic or cultural groups offer significant opportunities for growth. The structure of the program helps educate the candidate about their own areas for growth, and help them develop critical insight and sound judgment. The process further stimulates the candidate's desire for service as they learn of the needs of the world and their own gifts in meeting those needs. It promotes the development of each student through active involvement in several different kinds of service throughout their years at the College.

The candidate begins to develop awareness of their own gifts and how these may be applied to the missionary endeavors of the Society of the Divine Word and of the Church. In the future the candidate will use their gifts to lead the Christian Community in worship and proclaim the Good News. Their gifts may lie in community organization or in the practical skills necessary to sustain a local church and community life. At the College level, the candidate begins to become aware of what will be required of them as a future religious missionary. Growth in missionary ministry involves establishing initial ministry skills and developing awareness of what may be required of them in mission.

Initial Ministry Skills

The College provides opportunities for ministry which are often intercultural experiences for the candidate. These experiences are evaluated with the candidate's supervisor and are shared in reflection with their formation group twice a semester. The candidate completes an end of the year self evaluation of their own ministry efforts both within and outside the College.

Initial skills for ministry are measured through the candidate's willingness to go beyond simply meeting their own needs to extending themselves to be of genuine service to others. They exhibit this through their willingness to volunteer for common activities as their gifts allow. The student is willing to explore skills and activities they may not have tried before because they realize their development may be helpful in communal missionary life. The candidate shows responsibility and commitment to do their best in carrying out community assignments. They develop confidence in completing assigned tasks and taking initiative.

Vocational Awareness for Ministry

By awareness, the candidate is able to come to a theological reflection, both oral and written, of their ministerial experiences and how they might be a lived reality of the Gospel message. Satisfaction and growth in ministry in the context of the theological reflection become important components for vocational discernment. Along with their formation group and their Formation Director the candidate takes a realistic look at their faithfulness in fulfilling various ministries both within and outside the College.

The College provides opportunities for the candidate to clarify their vocational call. There are opportunities to interact with Divine Word Missionaries who have served in other parts of the world. The candidate experiences first-hand the celebration of Mission Sunday and the College environment that constantly speaks to mission and its centrality in the Church. Through formation groups and interviews, the candidate also reflects on their behaviors and how they reflect their awareness of themselves as a religious missionary.

The candidate's self-evaluation and their reflection with their formation group and Formation Director provide a gauge of their understanding and sense of their vocation. Work-study evaluations provide evidence of their faithfulness to basic community responsibilities. Participation in campus activities shows their willingness to go beyond minimum expectations.

Educational Purpose

To support the educational purpose, both theoretical and practical knowledge are necessary. Theoretical knowledge of the human condition in a variety of expressions is made available through such basic courses as: Introduction to Sociology, Introduction to Psychology, and Introduction to Cultural Anthropology. Theoretical knowledge from other courses in the candidate's curriculum is also put into practice in the experience of missionary ministry. In this way, different areas of study come together to illuminate the educational experience. The courses mentioned above serve also as preparation for the interaction that takes place in the missionary ministries. While this practical experience is not primarily directed toward developing skills in a particular area, it does help to stimulate the desire for greater understanding while developing a critical sense and sound judgment.

The Program of Priestly Formation states, "College seminaries should provide a required program of apostolic activity, under the direction of a qualified director, who has faculty status. Evaluation of college seminarians should include consideration of their performance in pastoral formation programs. They should be encouraged to understand the relationship of their apostolic activity to their personal, spiritual, and academic formation as well as their ongoing discernment of a priestly vocation." (#256, Program of Priestly Formation, Fifth Edition)

Another purpose of the Missionary Ministry Program at DWC is to facilitate the growth of maturity in education, commitment and service in a manner that helps to prepare the college candidate for the missionary ministry of the Society of the Divine Word.

The Missionary Ministry Program offers a unique opportunity to help bridge and integrate the academic and formation departments while becoming, alone with every other program of the College, part of the foundation so necessary for the future missionary apostolate.

At every stage of their education, seminarians should dedicate part of the time to apostolic activity. The goal of such efforts is that life and study, prayer and apostolate may form an organic unity. Purposeful planning, supervised implementation and final evaluation are necessary if these efforts are to be successful. Their planning and implementation can be entrusted to a qualified director. (The constitutions of the Society of the Divine Word, # 516.2)

To be a good missionary requires that one first be a well-developed and healthy human being. A variety of experiences rather than an intensive experience is desirable. This is only possible in the large community setting and takes place in parishes, hospitals, shelters, nursing homes and homes for the handicapped and other environments, thereby earning the name “field education”.

The Missionary Ministry Program is Formational as well as educational because it has a particular impact not only on the intellectual development of the college candidate but upon their spiritual, social and human development as well. The movement from a theoretical commitment to service to practical involvement is challenging and demanding: sometimes-tedious situations raise significant spiritual questions about the cost of discipleship that may lead to significant growth. The experience of working with the elderly, teenagers, children, the handicapped, and the poor of varied socioeconomic groups offers significant opportunities for growth in communication skills and social interaction.

The educational and formational aspects of the Missionary Ministry Program at Divine Word College Seminary have a common aim: to help prepare students to be effective missionaries. This preparation is graduated one emphasizing at the college level human experience and personal development and pastoral experience that become the focus in the field of education programs after first vows. The College program attempts to put down a solid foundation of knowledge of people, knowledge of self, as well as spiritual and personal formation upon which the missionary's ministries life can be build. It is true that the means by which the ministries activities program achieves its goal are through the activities of Christian service well worth doing for their own sake, but their accomplishment is not the primary goal of the program. The primary goal is the education and formation that is achieved by the college level student in doing these acts of Christian service over a period so that they might be better prepared for a lifetime of service as a missionary.

PRINCIPLES

Every program of field education that is part of ministry formation will include three elements: **adequate preparation** through theoretical understanding and training in the necessary skills in order to do the work effectively, **sufficient assistance and supervision** during the ministerial experience itself to enhance the learning of the student and **appropriate reflection and**

evaluation during and after the experience to establish and clarify what has been learned and how it has affected the candidate's growth in their vocation toward ministry in the Church.

Doing ministry is an important part of missionary formation. Therefore, active and cooperative participation is expected of every college student. As with other programs of the College, ministry activities have a claim to a certain amount of the candidate's time each week and they are accountable for their ministry activity work as they are for other areas of college life.

COORDINATOR OF MISSIONARY MINISTRY

1. The Coordinator of the Missionary Ministry Program is recommended jointly by the Vice President of Formation and the Vice President for Academic Affairs and is appointed by the President. The Director is ex officio a member of the Formation and Student Life Committee.
2. **Rights and Duties**
 - 2.1 The Coordinator of the Missionary Ministry Program is in charge of all Ministry Activities of the College, including Field Education Programs (in summer and during the school year) so that students engage effectively in appropriate programs, reflect upon their work and gain deeper insights into the mission of the Church in the modern world (PPF 432, 435, 436, 1992, p. 80).
 - 2.2 The Coordinator of the Missionary Ministry Program works with the Dean of Students and the Vice President for Academic Affairs in the implementation of the Missionary Ministry Program.
 - 2.3 The Coordinator of the Missionary Ministry Program evaluates each student at the end of the year
 - 2.4 The Coordinator of the Missionary Ministry Program is accountable to the Vice President for Formation.

The Coordinator of the Missionary Ministry Program works with coordinators at the different sites who implement their respective programs. It is the responsibility of the Coordinator of the Missionary Ministry Program to facilitate the necessary preparation, supervision, and reflection of the field education programs.

Various types of ministries are offered throughout the year as opportunities for the experience of Christian witness and service. There are also other opportunities during vacation periods for more extended ministries, especially in a cross-cultural setting.

Students participate in field education programs that are already established in parishes, institutions and other organizations. The student serves under the trained personnel who are responsible for these on-going programs. In no case is the student to be the person responsible for direction and operation of the parish program, or total program of the institution or organization.

Voluntary involvement on the part of students in other off-campus activities of a service nature is highly recommended but is not part of the Ministries program.

GUIDELINES

The Missionary Ministry Program should provide students with experiences of service that will promote their growth as mature persons and as active Catholics. It achieves this goal in a particular way by exposing college students to authentic experiences of Gospel living. At the college level, ministries are in its initial stages.

With this in mind, the Missionary Ministry Program at Divine Word College Seminary is so structured that a student may gain a varied experience over the four-year period of college formation. The emphasis is on human experience rather than ministerial experience and the college works in conjunction with the many volunteer programs that exist in the immediate geographical area.

While beginning ministry experience should involve an element of choice by students, a variety of service experiences often proves more helpful than an intense introduction to any one ministry activity. In general, ministry placements should progress from simpler experience with limited objectives for beginners to more complex involvements for experienced students. There should always be on-site supervision and evaluation. (#248, Program of Priestly Formation, Fifth Edition)

The student is offered choices in experiences and is guided by the Coordinator of the Missionary Ministry Program and the Formation Director who look to a variety of experiences over the four years rather than any one intensive experience.

The basic formation must be rooted in the cultural and spiritual milieu of the country and derive inspiration from the acceptable religious traditions of the people. (The Constitutions of the Society of the Divine Word, #504)

College ministerial experience should acquaint seminarians with the challenges of ordinary life which, in turn, call them to Christian service. In achieving this goal, the seminary may want to provide a broad introduction to varied situations in society, especially the condition of minorities, the underprivileged, and the homeless.

The program should strive to integrate the learning students experience from real human situations with the spiritual and formation direction they receive at the seminary. It should aim at:

- a. Broad acquaintance with the actual conditions of human life in society and difficulties of minority and underprivileged groups
- b. A ministries program which helps students gain an increased, practical sensitivity to Judaism, other Christian churches, and other religions, especially those which play a prominent role in the life of the local church.

The Missionary Ministry Program should be entrusted to a director with faculty status who has the responsibility for developing the program and evaluating the performance of the students. (#256, Program of Priestly Formation, Fifth Edition)

The four-year experience of doing ministry is structured so that a student in formation gains experience of a cross section of the needs in the social and geographical environment around Divine Word College Seminary and attempts to integrate their experience with the spiritual and academic formation they receive at the seminary.

The present options provide students with an experience of the aging process as they work in area nursing homes - these experiences vary from the very needy and mentally impaired elderly to those of more moderate means. In the hospital ministry of the area, the upperclassmen gain an initial experience in pastoral care and visiting the hospitalized. This experience broadens their acquaintance with the people of the rural area and poor of different economic groups.

Upperclassmen also have the opportunity to experience families in need at locations like the Dubuque Rescue Mission, the Catholic Worker House, and Maria House. These students gain insight into the needs of broken families and the hardship caused by economic difficulties in the area.

All students are required to take certain basic courses as part of their degree programs. Several of these are linked with and provide insights into the lived experience of the Missionary Ministry Programs. These courses enable them to learn, practice and reflect on certain skills that will be instrumental in their service activities from the first semester on through the four years at Divine Word College Seminary.

Through the special opportunity of the Intercultural Minor offered at Divine Word College Seminary, students take "Introduction to Cultural Anthropology" in which they are exposed to the different ways of life of peoples world-wide and to a cross-cultural understanding of the concept of culture and adjusting to human variability.

Reflection sessions on ministry are an essential part of the Missionary Ministry Program at Divine Word College Seminary. These sessions help the student to reflect on their own human development and on ministry within the missionary calling. The periods of reflection also help to integrate the theoretical and experiential knowledge that are part of a student's formation in the field of ministry.

The program is structured to allow for reflection on the one hand as part of the regular Wednesday night formation session and on the other hand, to allow for a small group reflection after each four-week unit of fieldwork. The knowledge of people, situations and themselves is gradually brought together over the four-year period in an on-going program of ministry.

POLICIES

1. Students are normally involved in their field education placement during the afternoon, the evening or on the weekends.
2. Students are expected to devote from two to five hours a week to their fieldwork depending on their placement, preparation and travel time. Any involvement beyond this is at the discretion of the student depending on their own interest and freedom from other responsibilities.
3. As far as possible, each field education placement will have professional supervisors on location. Students are encouraged to get to know the staff in charge at their location and to learn from them. They are to give them their cooperation and respect. These coordinators will be asked for an evaluation of the student's work and this will be included in the end of the year evaluation process together with the evaluation by the Coordinator of Missionary Ministry Program. Coordinators are encouraged to share their evaluation of the students with the individual student to facilitate their learning but are free not to do so.
4. The Coordinator of Missionary Ministry Program or an Assistant Director will personally supervise students on site at least once a month in addition to the staff person from the parish, institution or organization who serves a supervisor/coordinator at the site. Students are expected to cooperate with this visit and use it as an opportunity for learning and reflection.
5. The Missionary Ministry Program covers all expenses incurred for transportation and other program related costs.
6. The minimal attire for apostolic activities will be slacks, shirt/sweater, street shoes and socks. If there is a need to vary this in a particular placement, the student should consult with the Coordinator of the Missionary Ministry Program. The staff

supervisor/coordinator at the field education location should also be consulted if there is to be a change in dress.

7. Since the Missionary Ministry Program is an official activity of Divine Word College Seminary, all regulations in the Student Handbook concerning the use and possession of intoxicants and drugs are applicable during fieldwork and travel to and from fieldwork sites (Stud. Hand book 111).
8. Students are expected to participate in preparation, meetings, etc. as designated by the ministry program they are preparing for. They are also expected to participate in the designated reflection and evaluation meetings.
9. Students who enter Divine Word College Seminary begin their Missionary Ministry Program with the first-year program even though academically they may be at another level. If a particular student wishes to make an exception to what would normally be their field education placement because of previous experience or special reasons, they are to consult with the Director for approval. These adaptations must follow the principles of the ministry program, especially adequate preparation, sufficient assistance and supervision, and appropriate reflection and evaluation.

EVALUATIONS OF STUDENTS

The candidate begins to develop an awareness of their own specific gifts and how they may be applied to the missionary endeavors of the Society of the Divine Word and of the Church. The facets of missionary ministry is built around two core dimensions of development initial ministerial skills and awareness of what may be required of them in mission.

Initial Ministerial Skills. The College provides missionary ministries, which are often intercultural experiences for the candidate.

1. These experiences are evaluated and reflected on with the candidate's on-site supervisor and are shared in reflection with their formation group two times a semester.
2. The candidate completes an end of the year self-evaluation of their own ministry effort both within and outside of the College.
3. The beginning skills for ministry are measured through the candidate's willingness to go beyond simply meeting their own needs and extending themselves to be of genuine service to others. End of the year self-report, peer review and observations of their formator give information as to their progress.

Awareness. By awareness, it is meant that the candidate is able to come to a theological reflection, both oral and written, of their ministerial experiences and how they might be a lived reality of the Gospel message.

1. The candidate comes to take a realistic look at their faithfulness in fulfilling the various ministries asked of them both within and outside the college, as do their formation group and Formator.
2. There are opportunities to interact with Divine Word Missionaries who have served as missionaries in other parts of the world. Through formation groups and interviews, the candidate also reflects on their behavior and how these speak to their awareness of themselves.
3. The candidate's self-evaluation and their reflection with the formation group and their Formator provide a gauge of their understanding and sense of their vocation.
4. Work-study evaluations provide evidence of their faithfulness to basic community responsibilities.
5. Participation in campus activities show their willingness to go beyond minimum expectations.

EVALUATION OF THE MISSIONARY MINISTRY PROGRAM

The Missionary Ministry Program is evaluated at the end of the year evaluation. Candidates are asked to give feedback about the sites they are assigned to for ministries and any other aspect of the ministries program. There are several questions on the Religious Formation Program Assessment (RFP-A) form to help us assess if the Missionary Ministry Program is doing what we expect it to do. This evaluation is done at the end of a student 2nd year in ESL, at the end of their sophomore year and at the end of their senior year.

Approved May 12, 2008

Updated October 2020



Community Service and Federal Work-Study Program

**Divine Word College
Epworth, Iowa**

Approved: November 6, 2020

Community Service and Federal Work-Study Program

All students in the religious formation program at Divine Word College participate in the College's Community Service Program and those who qualify for federal financial assistance from the U.S. government also participate in the Federal Work-Study Program. These programs are essential in both the religious formation of the College's students and the ability of qualified domestic students to earn money to help pay for their education.

Community Service

Divine Word Missionaries around the world are well known and respected as hard workers. Whether in schools, parishes, social action apostolates or seminaries, Divine Word Missionaries apply themselves conscientiously to various assignments. While success in ministry is ultimately dependent on the grace of God, the College recognizes that little is ever achieved without hard work and dedicated effort. St. Paul, the patron of Divine Word College, was always known to "pull his own weight" within the various communities he served. Good missionaries are those who can be counted on to meet the responsibilities they share with others.

As Divine Word College prepares future missionaries to aspire to lives of service within a religious missionary community and as a reminder to its students that religious service is freely given, all students participate in community service in which they are called upon to offer service for which no monetary compensation is given. In doing so, students learn and strengthen many skills, including a strong work ethic, teamwork and intercultural competencies. Much like a family, a significant aspect of living in a religious community is that each member participates in the practical day-to-day activities that need to be completed. From doing dishes and cutting the grass to cleaning classrooms and tutoring students in need of assistance, the College expects each student to contribute to the way of life in our college seminary community.

Federal Work-Study

In addition to the community service program described above, students who qualify for the U.S. government's federal work-study program are afforded the opportunity to work additional hours above and beyond the required community service hours. These additional hours are paid, on-campus work that allows the qualified students to earn money to help pay for their educational expenses at Divine Word College.

The federal work-study program at Divine Word College is funded both by the U.S. government and Divine Word College. Only U.S. citizens or eligible non-citizens qualify for federal financial aid and are allowed to participate in the federal work-study program. Like community service, this program also provides students with opportunities to develop serious work habits and demonstrate their appreciation for the value of work in the context of a religious community.

Furthermore, it provides a source of financial aid to those students who qualify based on financial need.

Procedures for the Community Service and Federal Work-Study Program

College staff and students adhere to the following procedures to ensure the program operates effectively as intended:

Job Assignments

The Community Service and Federal Work-Study Coordinator is responsible for appointing all job assignments in consultation with the Dean of Students and other department leaders. Each job assignment has a Board of Administration approved job description (amended to this policy) and an assigned supervisor. Students receive their community service job assignments at the beginning of each academic year and assignments normally last for the entire year. The coordinator gives new students who enter in Terms B, C and D their community service job assignments at the time they arrive on campus. If there is a need to switch assignments, the coordinator and the Dean of Students will work together to accommodate student requests in extraordinary situations.

Required Time

The College expects each student to participate in 5 hours of community service each week. The Dean of Students assigns each student to wash dishes in the kitchen once per week with their formation group. Students are expected to complete the additional amount of time in their respective assignments as assigned by the program coordinator. Many students also do volunteer service in other activities, in addition to job assignments or dishes.

After the 5 hours of community service are met, qualified students may participate in the federal work-study program for up to a maximum of 20 additional hours. Work assignments that are considered "church related" activities do not qualify for federal work-study, including singing for Mass and other liturgical ministries. While these are community service activities, federal law prohibits counting these volunteer hours in the federal work-study program.

Documenting Worked Hours

Students are required to use the Community Service/Federal Work-Study Program Log Sheet to document their service hours. The log sheet requires students to list the date they completed the volunteer hours, a description of the community service provided and the amount of time worked. At the end of each week (on Saturdays), students submit the log sheet to their formation director. In addition, those participating in federal work-study must also submit their log sheet to the Financial Aid Coordinator. The Financial Aid Coordinator obtains the work supervisor's signature on the form in order to verify and document that the work was indeed completed.

Compensation

As noted above, community service hours are volunteer hours and students receive no compensation for these hours. However, those students who work additional hours and qualify

for the federal work-study program, are paid a current rate of \$10.00 per hour. On average, students who qualify for the federal work-study program will work an additional 5-7 hours per week or 80 hours per semester. When calculating their potential earnings for a full academic year, the Financial Aid Coordinator will budget \$1,600.

For eligible students that complete federal work-study hours, payment occurs once each month after each scheduled pay period. The Financial Aid Coordinator transfers the funds to the Business Office and the funds are credited to each student's account. If there are funds left in the account at the end of the academic year, the Business Office recommends that students withdraw them. If a student fails to earn the amount budgeted for federal work-study dollars, the student is responsible for paying the difference on the account. Failure to pay the account in full may prevent the College from releasing the student's transcripts to another institution or from awarding the student a diploma or of providing the student with a positive letter of recommendation.

The Role of the Community Service/Federal Work-Study Coordinator

The Community Service/Federal Work-Study Coordinator is the overall manager of this program and collaborates with the Dean of Students, the Financial Aid Coordinator and others to facilitate the logistics of the program. The coordinator:

- Appoints community service assignments to the students.
- Appoints supervisors for each job.
- Conducts an orientation program at the beginning of each semester.
- Assists supervisors in teaching students the responsibilities of each assignment as needed.
- Assists supervisors in assessing job performance and makes sure students are held accountable for getting their jobs completed.
- Acts as an intermediary in misunderstandings between a supervisor and student, reporting the issue and resolution to the Dean of Students.
- Informs the Dean of Students when a student is not meeting expectations.
- Provides as necessary monthly reports to track hours worked by students.

The Role of the Dean of Students

The Dean of Students assists the Community Service/Federal Work-Study Coordinator in effectively administering the program for students. The Dean of Students:

- Explains the importance of the program to students and their need to comply with expectations.
- Maintains ultimate supervision over students and compliance requirements.
- Coordinates with other formators to ensure that students comply with work expectations.
- Meets with any student referred by the Community Service/Federal Work-Study Coordinator for lack of compliance.

- Refers any student who fails to meet the community service obligations after the initial warning to the Formation and Student Life Committee for disciplinary action.
- Arranges for formation group assignments for special “work days.”

The Role of the Work Supervisors

The Community Service/Federal Work-Study Coordinator appoints a supervisor for each student position and they are the immediate supervisors for the students. The work supervisors:

- Orients and teaches students the various job responsibilities for which the students are assigned.
- Checks and verifies that community service and federal work-study jobs were satisfactorily completed on a regular basis.
- Informs the Community Service/Federal Work-Study Coordinator if any student is not completing the assigned tasks.
- Reviews and signs the log sheets for eligible students in the federal work-study program.

The Role of the Financial Aid Coordinator

The Financial Aid Coordinator works closely with the Community Service/Federal Work-Study Coordinator, the Dean of Students and others to ensure that students participating in the federal work-study program comply with the all expectations. The coordinator:

- Determines which students qualify for federal financial assistance and who can participate in federal work-study.
- Determines the amount of each domestic student’s financial aid package.
- Determines the amount of aid that a student can earn from federal work-study.
- Awards and distributes the financial aid.
- Ensures compliance of all regulatory issues as they pertain to federal work-study.
- Drafts the work contracts for each student qualifying for federal work-study and obtains each students’ signature on the contract.
- Updates the current year’s pay period each year and forwards it to students, staff and administrators that need it.
- Receives the weekly log sheets from students that indicate the number of worked hours and obtains the work supervisor’s signature for approval of the hours.

The Role of the Board of Administration

The Board of Administration is ultimately responsible for ensuring that all federal work-study policies comply with federal and other relevant legal requirements. The board approves the College’s policy for Community Service and Federal Work-Study Program and all revisions. The Board delegates authority to the positions noted above to facilitate the logistics of the policy and programs.

Contributing toward room and board during vacation periods

Students who remain at the College during vacation periods (and at any other permitted times by exception) are expected to contribute three hours a day of community service (e.g. dishwashing, housecleaning) during their vacation stay at the College.

Federal Work-Study Contract

Divine Word College
Epworth, Iowa

I, _____, hereby agree to perform satisfactorily the following Federal Work-Study assignment(s):

1. _____
2. _____
3. _____

covering the period from _____ until _____ at an hourly wage of \$10.00 not to exceed \$ _____ per academic year and \$ _____ for the first semester. My time record sheet is due at the end of each week with the required signature(s) of my supervisor(s).

1. Supervisor's Name: _____
2. Supervisor's Name: _____
3. Supervisor's Name: _____

I am able and willing to work _____ hours and _____ minutes per week. I am familiar with my duties through the job description and/or directives of my supervisor(s).

Time Schedule:

1. _____
2. _____
3. _____

(Date)

(Student's Signature)

(Financial Aid Coordinator Signature)

Community Service/Federal Work Study Record of Hours Served/Worked

Name: _____
(First Name) (Middle Name) (Last/Surname)

Week of: _____

Sunday

Description of Service/Work Activity	Hours Worked

Monday

Description of Service/Work Activity	Hours Worked

Tuesday

Description of Service/Work Activity	Hours Worked

Wednesday

Description of Service/Work Activity	Hours Worked

Thursday

Description of Service/Work Activity	Hours Worked

Friday

Description of Service/Work Activity	Hours Worked

Saturday

Description of Service/Work Activity	Hours Worked

Hours approved by: _____
Work Supervisor

At the end of the week, please submit this form to your formation director. For those who qualify for Federal Work-Study, please submit to Ms. Carolyn Waechter at waechter@dwci.edu.

For Office Use Only

Total Hours: _____

Minus Community Service Hours: _____

Total Federal Work-Study Hours: _____

General Cleaning Instructions

General Cleaning Instructions for Classrooms

- Wipe chalk board and edges
- Clean erasers
- Dust Window sills
- Dust shelves
- Dust door frames and wipe doors
- Clean glass
- Wipe tops and bottoms of all desks, chairs, furniture, etc.
- Vacuum carpeted floors
- Dry and wet mop tile floors
- Wipe noticeable spots off walls
- Wipe any equipment such as computers, TV, VCR, etc.
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Corridors

- Clean all windows in your work area (this includes the glass in doors)
- Scrub drinking fountains
- Dust pictures, artifacts, etc. on walls
- Wipe noticeable spots off walls
- Wipe door and door frames
- Clean any equipment, such as copy machine, tables, etc.
- Dry and wet mop floors
- Shake and vacuum rugs
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Bathrooms

- Scour all sinks and wipe counter tops
- Wipe all mirrors
- Scrub toilets and urinals with bowl cleaner and brush
- Wipe surrounding toilet and urinal areas with disinfectant
- Wipe noticeable spots off walls
- Dry and wet mop floors
- Empty trash and replace garbage liners
- Wipe trash can if needed

- Scrub shower stalls
- Replace shower curtains
- Wipe doors and door frames
- Wipe window sills and windows when needed

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Stairwells

- Wipe handrails
- Clean doors and windows
- Wipe door frames
- Wipe window sills
- Wipe noticeable spots off walls
- Dry and wet mop as needed

Inform supervisor of any needs such as supplies or maintenance requests.

Community and Federal Work-Study Job Descriptions

(The following job descriptions may include other duties not specified.)

Art Assistant

- Assists with setup and hanging of exhibits and the taking down of same in the Weyland Gallery, and labeling and distribution of gallery mailers.
- Prepares, serves and cleans-up at art functions, receptions and openings.
- Cares for the general cleanliness of equipment and art rooms (The Weyland Gallery, Print Studio Ceramics Studio, 2-D Studio, supply storage room, slide room).
- Assists with the upkeep of the slide collection.
- Assists in the art rooms when needed.

Assistant for the Dean of Students Office

- Assists with various office duties such as photocopying, collating papers, etc., as directed by the VP for Formation/Dean of Students.

Barber

- Posts schedule of hours available and provides sign-up sheet.
- Cuts hair and maintains equipment.
- Sweeps, mops, and dusts barber shop at the end of each day.

Bathroom Worker

- Dorms: See general cleaning instructions for bathrooms on pages 8-9.
- Library/Art Area/Pour House/Front Entrance/Men and Women's/Handicap: See general cleaning instructions for bathrooms on pages 8-9.

Cars Attendant: Student cars, SVD cars and the Garage

- Possesses a valid driver's license.
- Keeps cars full of gas.
- Cleans interior of all cars as needed.
- Washes cars as needed.
- Reports damages and needed repairs.
- Cleans main garage as needed.
- Sweeps floor in entire garage area as needed.

Classroom Worker

- See general cleaning instructions for classrooms on pages 8-9.

Community Service Worker

- Visits local non-profit organizations such as soup kitchens, shelters, nursing homes, etc. at scheduled times each semester.
- Assists in the mission of the organization by such things as visiting clients,

- participating in group activities, serving food, cleaning, etc.
- Promotes collaboration between Divine Word College and the organization to which the worker visits.

Computer Science Lab Assistant

- Helps resolve computer and printer problems, cleans lab, reports any problems, keeps paper in printers, changes printer toners when needed, cleans monitor screens, and cleans mouse.
- See general cleaning instructions for classrooms on pages 8-9.

Corridors Worker

- Basement:
Corridor from the music room to the SVD wing, including the area in front of the rec room, art room, and crypt. See the general cleaning instructions for corridors on pages 8-9.
- Second Floor:
Corridor from the student dorm to SVD wing. See the general cleaning instructions for corridors on pages 8-9.
- Dorm Halls and outside Dean's Office—First and second floor: See the general cleaning instructions for corridors on pages 8-9. Clean phone rooms (vacuum carpet/dust shelves, remove garbage).
- Gym/observatory/stairs/restroom corridors: See the general cleaning instructions for corridors on pages 8-9.
- Third Floor (includes women's restroom and stairwell next to SVD wing): See general cleaning instructions for corridors and bathrooms on pages 8-9.
- Classroom Corridor: Dorm doors to glass doors near chapel, including area going into the courtyard. See general cleaning instructions for corridors on pages 8-9.
- Main Corridor: Copy room, SVD wing to Chapel, including front entrance corridor. See the general cleaning instructions for corridors on pages 8-9.

Development Office Worker

- Must be able to translate both English to Vietnamese and Vietnamese to English.
- Assists with general office work: sorting mail, preparing fillers, etc.

Flags Worker

- Puts flags up in the morning and takes down after supper, weather permitting.
- Takes damaged flags to laundry for repair.

Food Service Worker

- Student Dining Room
 - Shuts off hot and cold carts.
 - Brings back food from the line and put it in the coolers, from both the HOT and COLD sides. Turns off both units.
 - Wipes down HOT serving line, including the top, sides, and shelves

underneath.

- Wipes down HOT Steamtable lids.
 - Wipes down COLD serving line, including top, sides, and shelves underneath by the soup bowls as well.
 - Wipes down silverware tray cart and underneath.
 - Wipes down window sills.
 - Wipes down doors and door handles.
 - Wipes outside front of cabinet doors by the juice machine, milk machine, and coffee machine.
 - Wipes counters by the milk and juice machines and wash the milk and juice trays.
 - Sweeps floor every night.
 - Mops floor on Tuesday and Thursday nights.
 - Wipes down chairs on Mondays and Wednesdays.
 - Wipes cart where juices and water pitchers are kept.
 - Wipes inside and outside of small refrigerator.
 - Wipes and sanitize table tops.
- SVD/Small Dining Area
 - Brings the food back and put it in the cooler.
 - Wipes down the counter, heating unit, and tables.
 - Dry mops daily, including under the tables.
 - Mops floor on Fridays, removing chairs and mopping under the table.
 - Resets the table and check garbage behind the dining room door.
 - Tray Service Carts
 - Removes trays and stacks dishes for dishwashers after lunch and dinner.
 - Washes the carts and places the carts inside the scullery after removing the trays from the carts.
 - Approximate work times are: 12:15 - 12:45 p.m. and 6:00 - 6:30 p.m., depending on the weekday and weekend meal schedule.
 - Kitchen/Scullery Area
 - Puts all the dishes away in their proper place.
 - Drains and cleans out the dish machine.
 - Wipes down shelf where bus tubs are kept above.
 - Wipes counter and underneath where dish racks are kept, BOTH sides.
 - Wipes down sides and top of dishwasher.
 - Wipes outside of garbage disposals.
 - Wipes outside of heater unit.
 - Wipes down counters of dish machine line.
 - Wipes down cart where dishes are put and taken out front.
 - Wipes down small cart at the end of the dish line.
 - Wipes down the fan.
 - Takes out garbage, washes lid through dish machine every night.

- Wipes down hand sink and paper towel holder.
 - Wipes inside and out of the three-compartment sink.
 - Wipes shelf under three-compartment sink where soap is kept.
 - Wipes doors and door handles off.
 - Sweeps and mops floor.
 - Runs mats in kitchen through dishwasher on Tuesday nights.
 - Runs mats in dish room through the dishwasher on Thursday nights.
 - Wipes down all walls, including under sinks and dishwasher on Wednesdays.
 - Shuts off the dining room lights, checks garbage disposal, turns dish machine off and turns booster heat off when finished.
 - REMINDER: When doing the dishes, only push button ONE time for silverware to presoak. Use ONE squirt of pink detergent to soak plates. Check chemicals if they are low on the dish line.
- Evening Kitchen Worker
 - Finishes pots and pans in three compartment sink and puts them away in their right place.
 - Sweeps and mops entire kitchen floor, including picking up the mats, under tables and chairs, under carts, under flour, sugar and rice bins.

Food Waste Worker

- Takes vegetable scraps from kitchen food preparation to a compost pile at New Melleray Abbey 1-5 times per week, depending on the time of year, number of people at the college, and special events. Each trip is initially estimated to last 1.5 to 2 hours.
- Specific duties:
 - Follows directions of Food Service Director.
 - Locates the 48-gallon food scraps cart in the refrigeration units in the kitchen.
 - Takes the cart out of the refrigeration unit and replace it with an empty cart, which will be either in the hallway or in the first garage bay.
 - Takes the filled cart to the loading dock, wheels it onto a pickup and strap it in securely, with the hinge of the cart lid facing the pickup cab so the wind does not rip it open.
 - Drives to New Melleray, and then to the abbey's compost pile, which is located on an access road near the visitor's entrance.
 - Dumps the cart and cleans it out as much as possible. Before leaving, the monks may have excess produce to send back with him for the kitchen.
 - Returns to Divine Word College and goes to the car-washing area and rinses out the cart. It can then be turned upside down to drip out in the garage.
 - Delivers any produce to the kitchen.

Front Porch Worker

- Maintains the cleanliness of the front porch.
- Sweeps the floor every day.
- Cleans window ledges on front porch.
- Sweeps the ceiling corners.
- Empties garbage.
- Cleans and arranges the furniture.
- Shakes the rugs.

Garbage Cleanup and Recycling Attendant

- Empties and disposes of all trash from waste baskets in all janitor closets daily.
- Replace garbage liners in trash cans.
- Places appropriate recyclables in proper containers in the recycling garage. Keeps recycling garage clean and organized.
- Washes garbage cans and recycles containers.
- Picks up and separates pop cans from janitor closets and rec room.

Gym and Stage Area (and bathrooms) Worker

- Dry-mops the gym and stage area every day. DO NOT WET MOP GYM FLOOR!!
- Removes black marks on the floor.
- Cleans the drinking fountains daily.
- Cleans the storage areas as needed.
- Dries and wet-mops tiled floor behind the stage and the stage.
- See the general cleaning instructions for bathrooms on pages 8-9.

Health Services Assistant

- Drives students to the doctors, dentist, and eye doctors when possible.
- Picks up medicines from the pharmacy when needed.
- Brings juice, food, and other necessities to students who are sick in the main building and Megan Hall. Brings the tray back to the kitchen.
- Assists the Health Services Coordinator whenever medical concerns present themselves.

Janitor Closets Worker

- Dusts and arranges shelves. Cleans sinks, sweeps and wet-mops floors daily, stocks all supplies in all closets.
- Makes sure brooms, mops, dust pans, brushes, water buckets, and carts are in the proper closets.
- Changes dry-mop and wet-mop heads. Delivers dirty mop heads to the laundry and replaces with clean equipment.

Library/Periodical Room Assistant

- Performs general housekeeping duties in the Library and Periodical Room.

- Mops floors (wet and dry mops), vacuums carpeted floors, dusts all tables, chairs, shelves, and window sills, and empties trash and recycling receptacles.
- Maintains the library and periodical room in a neat and presentable condition.

Library Aide

- Performs library-related duties in the library and periodical room under the supervision of the Library Director.
- Duties include assisting with processing, circulating, and shelving library materials, and maintaining copiers and printers with sufficient paper and toner.
- Assists library patrons with basic resource searches.
- Works on special library administrative projects as needed.
- Requires good organizational ability, English proficiency, and computer skills.

Lifeguard (certified)

- Provides lifeguard service at swimming pool during scheduled hours.
- See pool operator's manual.

Liturgical Functions – Sound Person

- Works an average of 2.5 hours per week each semester.
- Sets up and takes down all equipment used for the sound system, in the chapel or in the gymnasium, for Liturgy and all rehearsals related to Liturgy.
- Controls the sound board during Liturgies, gets help when needed to fix problems, and determines what a good balance of sound is.
- Seeks help to fix, maintain or update any sound equipment.

Liturgical Visual Aids Technician

- Prepares the power-point slides as directed by the Liturgical Music Coordinator, Chaplain, or their assistants.
- Assures the slides are readable from the back of the chapel.
- Uses internet sources to provide a short description of the feast days and project it on screen before the Large Community Mass and/or special events.
- Incorporates requested images or video-clips into the power-point presentation.
- Manages the transitions of the slides during the liturgical functions.
- Qualities: Responsible, punctual, possesses technical computer knowledge and skills, good sense of art and color, and is able to communicate and take suggestions.

Loading Dock/Elevators/Stairwell Worker

- Includes corridor from front entrance to loading dock.
- See general cleaning instructions for corridors and stairwells on pages 8-9.

Locker Room/Weight Room/Pool Shower Areas Worker

- See general cleaning instructions for bathrooms on pages 8-9.

Mail Service – Business Office Assistant

- Picks up mail from Epworth Post Office at 9:00 a.m., Monday – Friday.
- Takes afternoon mail to the Epworth Post Office at 3:00 p.m., Monday – Friday.
- Maintains confidentiality of in-coming and out-going mail.
- Uses a College car for this service.
- Approximately 20-30 minutes per task (approximately 1 hour per day, five days a week, except on holidays when there is no mail delivery by the Epworth Post Office).
- Must be an approved DWC Student Driver.

Main Chapel and Choir Loft Worker

- Main Chapel:
 - Dry-mops the floor twice a week.
 - Dusts the window sills in the main chapel and the stations of the cross once a week.
 - Wet-mops the floor once a week.
 - Buffs the floor in the main chapel (except under the pews) once a week.
 - Reports needed repairs: wobbly pews, broken kneelers, burned out lights, etc.
 - Dusts the pews, pew racks, and kneelers with furniture polish three times a month. Removes wax from the pews as needed.
 - Cleans pews and kneelers with a solution of Murphy's Oil Soap once a month.
 - Vacuums the rug in the sanctuary and the reconciliation room twice a week.
 - Dusts the furniture in the reconciliation room and the window sills in the sanctuary.
 - Dusts the confessionals in the back of the chapel.
 - Polishes the altars, pulpit and presider's chair in the sanctuary with furniture polish.
 - Changes the missalettes when needed. Straightens out the book shelf in the back of the chapel daily. Picks up the stray books, papers, etc. from the pews daily.

- Choir loft:
 - Dry-mops the floor twice a week in the organ loft.
 - Wet-mops the floor once a week.
 - Cleans the pews with a solution of Murphy's Oil Soap once a month.
 - Dusts the pews, pew racks, kneelers, ledge and organ pipe slot with furniture polish once a week.
 - Picks up the stray missalettes, song books and prayer books and return them to the main chapel.
 - Dusts the organ console once a week with furniture polish.
 - Reports needed repairs.

- Small private chapels in crypt:
 - See general cleaning instructions for classrooms on pages 8-9.

- Crypt:
 - See general cleaning instructions for classrooms on pages 8-9.
 - Sets up the chairs and tables as needed in the Crypt.
 - Makes sure tables and chairs are stacked in the appropriate place when not in use.

- Small Chapels/Basement and Second Floor
 - Maintains the cleanliness and orderliness of the basement and second floor chapels.
 - Takes soiled linens to the laundry and when cleaned, brings them back to their proper place in the sacristy.
 - Keeps linens sorted and in good order. All have a specific place - the cabinet that is in the room.
 - Makes sure that the vigil light is always burning.
 - Makes sure that the Sacramentary and Lectionary are always in the Chapels.
 - Makes sure that the Music Issues and Missalettes are put away in the cabinet.
 - Dusts three times a week: vacuums the floor, dusts the cabinets, window sills, altars, and lectionary stands.
 - Notifies the Sacristans when the altar candle needs to be replaced. Notifies the Chaplain or Asst. Chaplain when there are candle wax drippings on the carpet.
 - Notifies the Chaplain or Asst. Chaplain when there is a light bulb burned out.
 - Keeps the chairs in an orderly fashion at all times.
 - Makes sure that any plants or flowers are watered once a week. If the flower arrangements are dead, then dispose of them in the proper place.

- Sacristan:
 - Maintains the cleanliness and orderliness of the chapel areas (sanctuary, upper and lower sacristies, the cleanliness and repair of articles and vestments used for liturgies, and setting up and putting away after the liturgies.
 - The tasks are divided into four main areas. These will rotate among the sacristans. The sacristans, however, are to work as a team. If one sacristan cannot fulfill the duties for some reason, he will arrange with the others to make sure the tasks are still done. The sacristans will work together, or divide up among themselves, some monthly and quarterly tasks that are not listed in the rotating duties.

- Main Chapel:
 - Sets up for 8:00 a.m. Masses daily. Also for the early Mass when needed.
 - Takes soiled linens to the laundry and when cleaned bring them back to their proper place in the sacristy once a week.
 - Keeps linens sorted and in good order. All have a specific place.
 - Changes linens according to the liturgical season or feast. Hierarchy of feasts, ranging from most to least important: Sunday (+), Solemnity (S), Feast (F), Obligatory Memorial (M), Optional Memorial (m).
 - Changes corporal at Tabernacle and dusts Tabernacle area once a week.
 - Makes sure the two wall vigil lights are always burning.
 - Gets out Sacramentary before Mass; puts away afterwards.
 - Provides the proper music books for concelebrants. (Check liturgy sheet on bulletin board.)
 - DOES NOT take down the decorations - those who put them up will do so!

- Upper and Lower Sacristy:
 - Dusts twice a week: dry-mops floor, dust vestment closets, window sills, countertops, etc.
 - Wet-mops once a week.
 - Empties trash can whenever needed.
 - Arranges vestments in orderly manner. Makes sure the drawers and closets are neat.
 - Keeps holy water fonts filled. Cleans them when necessary. Uses vinegar to soak off mineral deposits. Does not use harsh or abrasive cleaners.
 - Cleans stairwell twice a week.

- Other Tasks:
 - Cleans sacristy sinks and holy water fonts at least every two weeks. (Use vinegar or soak with a solution of baking soda and water; never use regular sink cleaners or abrasive products.)
 - Scrapes up wax drippings, whenever needed. Always checks the area.
 - Soaks mineral deposits out of cruets and lavabo dishes (use vinegar).
 - Cleans and polishes candle followers, chalices, monstrance - at least once each semester.
 - Cleans all drawers and vestment cases and keeps in good order.
 - Overhauls the entire sacristy - once a semester.
 - Makes sure that all the albs and vestments are cleaned in the Spring semester.
 - NOTE: Altar linens from the upper sacristy do not go out of the Chapel. They are to be used only in the main Chapel.

Megan Hall:

- See page 8-9 for general cleaning instructions.

Music Assistant

- Gets music out for guitarists the night before a large-community liturgy (there are usually three a week). Makes sure there is four copies of everything; if not, makes additional copies. Sets up music stands and put music in order on the stands. Sets up microphone stands and cords. Puts numbers on the hymn board.
- Puts music away (guitar and piano music) after each large-community liturgy. Takes numbers down and puts away. Reports when numbers need replacing.
- Sets up for liturgy prep: move piano, piano bench; set up mikes, music stands, puts numbers on hymn board, assists in getting out piano accompaniment music. Takes everything down and put away after Liturgy Preparation.
- Makes copies of liturgy planning sheets; distributes plans to bulletin boards, presiders, musicians, and other appropriate people.
- Makes other copies as requested.
- Types documents as requested (musicians' schedules, etc.)
- Keeps a record of liturgical music used.
- Keeps music area of chapel looking neat and orderly: stands and instruments placed properly.
- Keeps guitar and piano music files in chapel in good order; file new copies of accompaniment music from Oregon Catholic Press when it arrives.
- Does cleaning and set-up as directed by the Director.

Pour House Worker

- Makes coffee and serves customers. Collects money. Cleans coffee machine daily.
- Keeps the cappuccino machine clean.
- Cleans bar at the end of serving time. Makes sure supplies are available and order when necessary.
- Keeps the ice bucket full.
- Keeps all food in proper containers.
- Keeps bar and back bar clean. Cleans and wash tables every day. Dusts chairs.
- Keeps sink clean. Washes and dries any dirty dishes.
- Removes trash.
- Dry-mops floor daily.
- Wet-mops floor daily.
- Dusts the window sills.
- (A more detailed job description is given to the assigned students.)

Public Relations Office Assistants

- Student Assistant
 - Accountable to the Director of Public Relations.
 - Qualifications: Photography skills, ability to use Adobe Photoshop and Adobe InDesign or be willing to learn the programs.

- Tasks include:
 - Organizes College photo file.
 - Serves as photographer at College events.
 - Assists with layout of direct mail appeal materials.
 - Assists with details of Cultural Events at the College.
 - Completes other layout/design projects as assigned.
 - Updates update DWC website if assigned.
 - Performs other public relations or development tasks as assigned.

- Video Crew
 - Accountable to the Director of Public Relations.
 - Qualifications: Creativity and skill in the production of short videos that promote Divine Word College. Videos will highlight the college in general and also serve as recruiting tools for the Vocation Office.
 - Tasks include:
 - Attends brainstorming sessions to develop a slate of video topics and themes.
 - Gathers video footage needed to complete a specific project.
 - Edits footage into a finished product that is YouTube ready.
 - Serves as videographer at college events.
 - Performs other public relations tasks as assigned.

Rec Room, Lounge and TV Room Worker

- See general cleaning instructions for classrooms on pages 9-10.

Safety/Security Monitor

- Serves as safety monitors as appointed by the Dean of Students when the College facilities are open in the evening hours or on weekends to outside visitors for such events as the YMCA swim program, family swim night, area volleyball, etc.
- Monitors visitors entering and leaving the building, to ensure that they are not going in restricted areas other than where the event is being held.
- Assists at larger events when the College hosts Mission Sunday, Art Openings, Lunar New Year, Commencement, etc.
- Contacts the Dean of Students or College President immediately if there are safety/security concerns.

Small Meeting Room Worker

- See general cleaning instructions for classrooms on pages 8-9.
- Empties trash.
- Works with kitchen staff for setup and clean up after special dinners.

Stairwell Workers

- See general cleaning instructions for stairwells on pages 8-9.

Student Laundry Room Worker

- Wipes off washing machines and dryers inside and outside every day with damp cloth.
- Dry or wet mops floor as needed.
- Removes garbage and recyclables.
- Keeps room free of lint behind the machines.
- Cleans lint trap on dryers.
- Makes sure the table is in an orderly fashion.
- Sweeps dust from ceilings and walls.
- Disposes of any unused clothing.
- Scrubs slop sink.

Student Senate President

In addition to the duties outlined in the Student Senate Constitutions #760:

- Schedules a monthly work plan with the Dean of Students to address regular weekly duties as well as special projects which arise through the course of the school year.
- Schedules 2-3 hours per week of office hours to allow availability to the student body as well as all other members of the Divine Word College community.
- Meets weekly with the Dean of Students to discuss matters concerning student life. He will also meet every other week with the Academic Dean to discuss any academic matters which concern the student body.
- Assists the Dean of Students during student orientation at the beginning of each semester.
- Ten hours per week are generally approved for this position.

Tutors

- Counseling Tutor
Supervised by the College Counselor or a faculty member designated by the Counselor.
 - Qualifications include:
 - Sophomore, junior, or senior academic standing.
 - Must be available a minimum of five hours a week.
 - Must be proficient in English and/or the subject he/she is tutoring.
 - Must be patient and sensitive with students who may be struggling to articulate their thoughts and ideas or comprehension of the course material.
 - Must maintain confidentiality.
 - Must meet regularly with his supervisor for training.
 - Responsibilities include:
 - Learning techniques to help students with time management, note taking, effective use of an outline and other study skills.
 - Reading instructions and text orally to students when needed.
 - Assisting student with homework using compensatory techniques

chosen in consultation with the counselor.

- Reading and proctoring tests or quizzes when needed.

- ESL Assistant

Supervised by the ESL Director or Learning Resources coordinator

- Provides classroom support for ESL students in coordination with ESL faculty.
- Reports in written form to teachers and keeps regular posted hours convenient for students. At least two half hour blocks per week is scheduled during the teaching day to enable communication with instructors.
- Meets with supervisor or instructors for ongoing training in the use of ESL software and web pages in order to instruct students in the use of available CALL materials in the lab.
- Cleans as needed – see the general cleaning instructions for classrooms on pages 8-9.
- Maintains AV materials in the learning resources room and makes copies for teachers.

- Philosophy Tutor

Supervised by the Philosophy Program chair or a faculty member designated by the chair.

- Qualifications include:
 - Must be available a minimum of five hours per week.
 - Must have at least a 3.0 GPA in philosophy.
 - Must be a junior or senior in academic standing.
 - Must have above average skills in reading.
 - Must model proficiency in understanding by engaging students in philosophical discussion and by demonstrating modes of good philosophical writing for students.
- Responsibilities include:
 - Helps students comprehend lectures from the classroom as well as difficult philosophy readings.
 - Helps students develop proficiency in philosophical writing and thinking.
 - Discusses outlines of student papers, clarity of thesis statements, and the overall order and paragraph transition of a given paper.
 - Keeps regular hours posted on the philosophy board outside room 209 at times convenient for students.
 - Keeps an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist.
 - Meets regularly with the Chair of the Philosophy Program.
 - Since a tutor's job is to help students learn skills, techniques, and processes to become better thinkers in philosophy and not to

prepare corrected papers for a teacher to grade, a tutor should not “correct,” “proofread,” “edit,” or “fix” a paper. Moreover, the tutor should not write a student’s paper, but help the student develop his writing skills.

- Writing Tutor

Supervised by one of the writing instructors.

- Qualifications include:
 - Must be a junior or senior with a G.P.A of at least 3.5.
 - Must have a good vocabulary in English and a firm understanding of the standard conventions of sentence structure, grammar, punctuation, and spelling.
 - Must be able to articulate and apply fundamental principles of effective writing.
 - Must have the patience and sensitivity to deal effectively with students who have difficulty articulating their needs and thoughts.
 - Must communicate effectively with instructors for the benefit of the student.
- Responsibilities include helping students:
 - Interpret an assignment.
 - Narrow and focus a suitable topic.
 - Phrase a workable, meaningful thesis.
 - Plan a functional organization for a paper
 - Discover ideas for developing a paper's points.
 - Assist students with completed drafts by:
 - Ensuring that students understand the professor's instructions.
 - Making general suggestions for improving the paper's sense of audience, focus, organization, sentence structure, and diction.
 - Providing general explanations of principles of effective sentence structure, grammar, or punctuation.
 - Explaining techniques for proofreading their own papers.
 - Asking whether a paper is to be submitted for a student’s writing portfolio.
 - Since a tutor’s job is to help students learn skills, techniques, and processes to become better writers and not to prepare corrected papers for a teacher to grade, a tutor should not “correct,” “proofread,” “edit,” or “fix” a paper.
 - Tutors:
 - Keep regular posted hours in the library at times convenient for students.

- Keep an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist.
- Meet regularly with their supervisor and participate in training based on professional essays and guidelines.

Vocation and Admissions Office Worker

- Maintains the Vocation Office storage room in the bell tower, keeps it clean and organized, neatly stacks and labels all material.
- Assists in mailings sent out by the office, including stuffing envelopes and stamping, and taking to the post office when needed.
- Organizes and maintains the brochure shelf in the Vocation Office, keeps it up to date, well stacked and neat.
- Assists Vocation Office staff in special projects, when requested.

Yard Crew Workers

- Shovels snow, picks up trash, cleans courtyard and assists in general upkeep of grounds.
- Mows grass and trims trees as needed.