

Residence Life Office- Kutztown University

SPECIAL INTEREST HOUSING PROPOSAL PACKET



Hello! Thank you for your interest in building a Special Interest Housing Community for our students! We are excited to collaborate and work with you to build a community for our students that will foster academic enrichment, community engagement, diversity, empowerment and more. Our Special Interest Housing Communities are programs that give students a unique, inclusive, residential learning experience. Students enjoy all the usual advantages of living on-campus in a residence hall, with the added benefit of living among a group of students that shares similar interests or characteristics. Students in these communities live in the same residence hall as others who share the common interest of the theme of the program, but are not required to have that interest or topic as their major program of study. The students in these communities are not required to share the same major, and do not have an academic course assigned to their program.

1 – Who can request a Special Interest Housing Community?

Any Kutztown University faculty or staff member can request a Special Interest Housing Community. Graduate and Undergraduate students with proposals may submit a request but must have a KU Faculty or Staff member advisor who will be responsible for overseeing the students work with the group.

2 – Got an idea? How do you put in a request for a community?

Once you have an idea for the community that you are requesting, the KU Faculty or Staff Member must fill out the *Residence Life Special Interest Housing Community Request Form*, which can be found in this packet, and Appendix A of the Special Interest Housing Community Manual.

Request forms must be submitted by March 1st (or the following business day) prior to the academic year of start, but may be submitted any time prior.

3 – What happens after a request has been submitted?

After a request has been submitted, the Residence Life Office will reach out to the submitter to set up a meeting to discuss the community. The Housing and Dining Services office will also be invited to the meeting to discuss space availability and Community location within the residence halls.

All of our Special Interest Housing Communities follow a model and set of guidelines which is explained in the packet below. Our model ensures that we can market to our KU students and families that no matter what program they are in, each student will reap the benefits of living in one of our communities. Faculty/Staff should agree to incorporate the model into their community in order to have spaces provided in our residence halls.

4 -- Special Interest Housing Community Model

- Program Requirements for each Community:
 - Regularly scheduled community meetings (weekly, or biweekly)
 - Faculty/Staff must utilize and have at least 1 office hour in the residence hall faculty/staff office each week (Undergraduate students will not be given access to this space)
 - Programs must provide at least 3 program opportunities related to the Interest of the Community, per semester:
 - Tutoring hours, workshops, trips to museums, seminars or presentations, collaboration with other offices such as Career Development center etc.
 - Must have at least 2 faculty/staff contacts who will work with the Community and the students (Faculty/Staff Program head, and one person identified as a back-up in case of any leaves)
 - Must have a service learning or leadership development component and complete 1 service learning or leadership activity a semester
 - Must provide at least 1 social opportunity/ Community Building event a semester for the students in the community
 - Movie night, dinner off campus, trip to an escape room etc.

5 – Advertising/ Student Recruitment Process

Residence Life Advertising

- The Office of Residence Life will host a table at the Accepted Students Reception in April every year to promote all the programs that will be offered to the incoming class of students. Information about the student application process, and the general Special Interest community Model will be provided to the families. For more detailed information about the individual programs, the families will be directed to the Faculty/Staff member in charge of that community.
- The Office of Residence Life will also be responsible for the maintenance of the Special Interest Community Webpage, including the Individual Programs pages. If the Faculty/Staff member wishes to add/or edit their webpage, they can provide a request to the Residence Life Office via email.
- The Residence Life Office will create Icons in accordance with University Relations Guidelines and in collaboration with the Faculty/Staff member to be placed on the webpage and can be used for other advertising.

Faculty/Staff Advertising

The faculty/staff member who is responsible for the community should advertise for their own communities in collaboration with the Office of Residence Life, Admissions, and Orientation. Faculty/Staff should encourage students to indicate their interest on the Special Interest Housing Application on their

MyHousing.kutztown.edu portal. Advertising will look different depending on the intended population of the community.

- Advertising for a First Year Special Interest Group
 - Reach out to students individually via email or phone who have paid their ARD and marked an interest in your community, or declared a major that is congruent with your community's interest.
 - Discuss with the Orientation Office to see if you can present or have a table at Connections
 - Collaborate with the Office of Admissions
- Advertising for a Special Interest Group for Upperclassmen
 - Work with your department or the Residence Life Office to create posters/postcards/flyers etc. that can be distributed around campus
 - Hold info sessions prior to the selection process
 - Invite students individually based on your knowledge of their interests

6 – Advertising/ Student Recruitment Process

Faculty/Staff are required to recruit and select students on their own, for their own communities. However, students should self-select to be in the community. To apply, students will log onto their My Housing Portal at myhousing.kutztown.edu. The Special Interest Housing Community Application can be found under their Forms and Applications Tab. The student will fill out the application and can only choose one community. The Residence Life Office will then run a report of student applications and forward the student names to the Faculty/Staff member of the program. The Program heads will be responsible for compiling and filtering the lists of interested students. The students who are selected to live in a community will still need to participate in the roommate selection process. Preference will be given to those roommate matches where both students request to live in the community. If there is a roommate pair with only one special interest housing selection, they will be placed in the special interest housing option if there are enough spaces available. Students must participate in roommate matching before they will be granted permission to participate in the Special Interest Housing Room Selection process. Students must select by **May 1st**. Students should be put on the list on a first come first serve basis. Faculty and Staff should send Housing and the AD of Residence Life a list of their Special Interest Housing students by **June 1st** for Housing to complete their assignments. If students select a community after the deadline, they will be placed on a waiting list.

7 – Special Interest Group Assessment Procedures

Faculty/Staff are responsible for completing assessments of their own programs. The Residence Life Office will conduct assessments of the overall Special Interest Housing Program.

8 – Deadlines

- March 1st – New Community Proposals are due
- May 1st- Student Application Deadline
- June 1st – Complete Student Community Lists due to Housing and Residence Life

SPECIAL INTEREST HOUSING PROPOSAL FORM

Residence Life, Kutztown University

SPECIAL INTEREST HOUSING COMMUNITY FACULTY/STAFF CONTACT INFORMATION

| | | | |
|----------------|--|----------------|--|
| Name | | Name | |
| Title/Position | | Title/Position | |
| Phone | | Phone | |
| E-mail | | E-mail | |
| Department | | Department | |

SPECIAL INTEREST HOUSING COMMUNITY IDEAS

| Goals of your Program | Possible Meeting Times | How many spaces in the halls are you requesting | When would you host your Office Hour? |
|----------------------------|--------------------------|-------------------------------------------------|---------------------------------------|
| | | | |
| Programming/Workshop Ideas | Social Programming Ideas | Possible Leadership Opportunities | Possible Service Initiatives |
| | | | |

AGREEMENT

1. All parties agree to the program model listed above
2. All parties agree to the assessment procedures listed above
3. By submitting this application, you authorize Residence Life Office- Kutztown University to make inquiries into the implementation and assessment of the Community program.

SIGNATURES- FACULTY STAFF

| | | | |
|----------------|--|----------------|--|
| Signature | | Signature | |
| Name and Title | | Name and Title | |
| Date | | Date | |

SIGNATURES- RESIDENCE LIFE AND HOUSING APPROVAL

| | | | |
|----------------|--|----------------|--|
| Signature | | Signature | |
| Name and Title | | Name and Title | |
| Date | | Date | |