REFLECTION / ENGAGEMENT PROGRAM (REP) HANDBOOK
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This handbook outlines the Reflection/Engagement Program that is coordinated by Community Standards.

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ABOUT STUDENT LIFE & COMMUNITY STANDARDS

UNH Student Life
Student Life at UNH is the administrative division in which Community Standards resides.

Mission
Student Life serves the students of the University of New Hampshire. Student Life provides experiences, opportunities and support that encourage students to reach their academic potential and develop the personal and professional skills necessary for participation in a changing world. Student Life assists students with enrollment, academic support, community involvement and leadership, personal development, health and wellness, public safety and accountability, and the acquisition of skills and knowledge to realize the richness of learning that can flow from working with people from diverse backgrounds and in diverse settings.

Values
Student Life includes a large and varied group of professional staff members, full- and part-time, we value:

- students and the transformative power of education
- organizational effectiveness
- diversity and multiculturalism
- collaboration, coordination, and cooperation
- respectful treatment of all ant
- individuals
- open, honest communication and decision-making
- integrity and ethical conduct

Vision
Student Life is a learning organization that supports the academic plan of the University of New Hampshire utilizing strategic partnerships on and off campus; we create an integrated and challenging educational experience, within a supportive environment, that fosters intellectual and personal excellence, responsible citizenship, and a commitment to community.

Community Standards
We support the mission and values of Student Life by maintaining the general welfare and safety of the University community and preserving a productive living and learning environment through our administration of the University of New Hampshire Student Code; the agreed upon community standards established by UNH students, staff, and faculty. Our principles are **Community**, **Fairness**, and **Responsibility**.

To achieve these aspirations, Community Standards supports and enforces standards of behavior designed to foster an environment of civility and respect where both rights and responsibilities are deeply valued. CS respects each and every UNH student by protecting their rights and ensuring fairness through the enforcement of University policies and regulations. CS believes in personal responsibility, accountability, and that students’ choices matter.
ABOUT REP

Contact Information
The REP Administrator, a staff member in Community Standards, is responsible for the coordination of the Reflection/Engagement Program.

- **Office Location:** Community Standards (ground floor Hitchcock Hall)
- **Email:** community.standards@unh.edu

Goals of the Program
As previously mentioned, Community Standards values and respects every University of New Hampshire student and sees the inherent good that our students bring to UNH. We understand that our students will be faced with making difficult and important choices in their lives while at UNH. We know that our students are developing into mature adults and we believe that part of this process is development through experience. We know there will be times when a student may not make the best decision. This choice may result in a meeting with a member of the conduct system, including hearing panels, hall directors, apartment managers, and police officers. We find merit in the tremendous learning potential of our conduct process and believe the Reflection/Engagement Program to be an important part of that learning.

The goals of the program are to help students:
- clarify their own personal values and understand how those values relate to the choices they are making;
- understand the very real, and potential long term, impact of the choices they make;
- begin the process of making well informed and potentially different choices in their future; and
- take advantage of all UNH has to offer academically and socially.

Components Overview
REP is a sanction that a student is assigned to complete as a result of a finding of responsibility through the student conduct process. REP consists of multiple components and opportunities for reflection, including in-person meetings with University staff, attendance at events/programs, community service and writing assignments.

When sanctioned to REP, a student must complete the following requirements:
- 10 engagements
- 4 meetings with Community Standards staff
- 10 hours of community service
- reflection paper

Each of these requirements is explained in further detail in the “Components” section of this handbook.

Deadlines
REP is expected to be completed within 10 weeks (from receiving a conduct decision in which REP is assigned as a sanction). A student participating in REP will be required to complete aspects of the program by certain deadlines. These will be reviewed with the student during the first REP meeting with Community Standards staff. An example timeline is available in the appendix of this document.

Responsibility to Complete
When a student is sanctioned to REP, it is a requirement that the student engage in and complete all aspects of the program. If it is determined, at any point, that a student is not meeting the requirements of the program, the student will be notified and given an opportunity to rectify the issue(s). If the student fails to adequately address the cited issues, the student may be charged with additional violations of the Student Code, fines, and/or further sanctions. An additional conduct charge could be considered a strike under the Three Strikes Policy.
**REP Lite**
In unusual circumstances, for lesser violations, a student may be sanctioned to a less intensive version of REP (“REP Lite”). Students will be notified by Community Standards if they are sanctioned to REP Lite. REP Lite consists of 5 engagements, 2 meetings with Community Standards staff, and a reflection paper. Further information and a timeline of completion will be sent to students sanctioned to complete REP Lite.

**Confidentiality**
It is important to note that due to the student’s physical presence in the Community Standards office for meetings, the student may inadvertently come into knowledge of others participating in this program and/or students who are engaged in the student conduct process. For the purposes of privacy (the student and others) it is important for all students in this program not to discuss other’s participation in REP or any other activity/program of Community Standards.

**Sexual Harassment & Violence Reporting**
The REP Administrator and staff of Community Standards are required to report disclosures of sexual harassment, sexual assault, relationship abuse, and stalking to the University. This means that if our staff becomes aware of an incident, we are required to report it to the University. You are not required to participate in or respond to any communications regarding the report, but you may be contacted regarding options to move forward with reporting and support services.

**How to Be Successful in REP**
Community Standards offers REP in hopes of it being a meaningful and educational opportunity that will positively impact a student’s overall success at UNH and beyond.

For participants to be successful within the ASP, it is encouraged for participants to keep the following in mind:
- Utilize all resources provided to you by Community Standards
- Be proactive in your communication – we should not have to chase you
- Stay on top of all tasks and deadlines
- Start your engagements and community service from day 1
- Be your best advocate
- Bring a positive attitude and an open mind
- Take the program seriously – don’t just “go through the motions”
- Don’t wait until it is too late to bring up a concern or ask a question you have
COMPONENTS

Engagements
Engagements are a wide variety of activities that provide the student with opportunities to:

- reflect on the incident they were involved in;
- connect with and participate in the UNH community;
- learn about resources and services available to students at UNH; and
- work towards repairing any harm that they may have caused.

Engagements are intentional and specific to each student and their situation. Upon starting REP, a student will meet with staff in Community Standards (usually the REP Administrator), to discuss the program overview, deadlines, and select the engagements that the student will be required to complete. Input on the engagements will be considered from the student, as well as the University complainant in the conduct case in which they were assigned REP as a sanction.

A tracking document is available in this handbook to assist the student and REP Administrator manage the completion of the student’s engagements.

List of Possible Engagements
This list is not exhaustive. You can recommend a custom or unique engagement for the student and REP Administrator to consider.

General Educational Ideas
- Advice for other students
- Attend program/event
  - Club meeting
  - Guest speaker/lecture
  - Hall program
  - MUB event
  - PCAC event
  - Sporting event
- Community service
  - Local community
  - CCE
- Meeting w/ faculty/staff/department
  - Academic advisor
  - CAPS
  - CFAR
  - Community Standards (REP Administrator)
  - Dean of Students
  - Faculty office hours
  - Involvement & Leadership
  - PACS
  - RJC Writing Center
  - Tutoring session
- Presentation
- Public service announcement

Reflection writing assignment
- Class project
- Goal development
- Letter to future self
- Letter to mentor
- Incident/violation
- Non-profit in local area
- Other topic
- TedTalk/Podcast
- UNH webinar

Top 10 list
Write an article

Restorative-Type
- Apology letter
- Attend program/event
  - Floor/community program
  - Hall/apartment council meeting
- Bulletin board
- Restorative service (in impacted community)
  - Discretionary project from RHD/AM
  - Hall trash pick-up
  - Rounds with CA/RA

Other
- Discretionary/custom engagement
Meetings with Community Standards Staff
In REP, a student will meet with staff in Community Standards (the REP Administrator) at least four (4) times. Failure to properly engage in meetings could result in more than four meetings being required. Generally, meetings will follow the outline below, but is subject to change.

> **Meeting 1 / Intake:** *Occurs within 10 business days of student receiving REP information and registration*
  During the first meeting, the student and REP Administrator will review the program, discuss deadlines, choose the engagements that the student will be required to complete, and schedule Meetings 2, 3, and 4.

> **Meeting 2 / Check-In and/or Special Topic:** *Occurs 3 – 4 weeks after Meeting 1*
  During the second meeting, the REP Administrator will check-in with the student about their progress to that point with their engagements and community service hours. The REP Administrator may also utilize this meeting to discuss a specific topic that they feel would be beneficial for the student to review and/or learn about.

> **Meeting 3 / Check-In and/or Special Topic:** *Occurs 2 weeks after Meeting 2*
  During the third meeting, the REP Administrator will check-in with the student about their progress to that point with their engagements and community service hours. The REP Administrator may also utilize this meeting to discuss a specific topic that they feel would be beneficial for the student to review and/or learn about. The REP Administrator will also review the required reflection paper guidelines that the student is required to submit prior to the next meeting.

> **Meeting 4 / Reflection:** *Occurs 2 weeks after Meeting 3*
  During the fourth (and typically final) meeting, the student and REP Administrator will discuss what the student has learned and gained from participating in REP, using their required reflection paper and initial incident as prompts for the discussion structure. Additionally, the REP Administrator may use this meeting as an “exit interview” to receive feedback on REP for future improvements.

Scheduling of Meetings
To ensure there is adequate time between each meeting for the student to complete REP components (engagements, community service, writing assignments), meetings should occur according to the schedule above and example timeline in the Appendix.

To schedule a meeting with the REP Administrator, follow these steps:
1. Go to: [https://unhcs.as.me/](https://unhcs.as.me/)
2. Choose the “Reflection/Engagement Program (REP)” category
3. Choose the appropriate meeting type
4. Follow the on-screen instructions until you receive a confirmation page

The first REP meeting must be scheduled within two (2) business days of a student receiving their conduct decision letter, with the first meeting occurring within 10 business days of a student receiving their conduct decision. All remaining meetings will be scheduled during the first meeting.

Community Service
Students sanctioned to REP will be required to complete 10 hours of community service as part of the program. All community service must be pre-approved by the REP Administrator to ensure that the hours meet the requirements for community service set by Community Standards. Generally, community service is considered to be voluntary, non-compensated work completed by the student for a non-profit, religious organization, government agency, or similar group. The REP Administrator has the authority to assign a particular type of community service, that is related to the student’s conduct violation, if they feel it is reasonable and appropriate.
A tracking document is available in this handbook to assist the student and REP Administrator manage the completion of the student’s engagements. If a student is sanctioned to community service outside of the Reflection/Engagement Program (for example, 10 hours of community service for violating policy while on disciplinary probation), a student may NOT use those hours as part of the REP-required hours.

**Reflection Paper**

Between the student’s third and fourth meeting with the REP Administrator, the student will write and submit a reflection paper. The paper is focused on how the student has grown by participating in REP, what they have learned, and reflecting on the original incident that they were involved in.

**Paper Prompt**

The following questions should be answered as the prompts for the reflection paper:

> Reflecting on the incident, how has it affected you (personally, professionally, socially, etc.)?
> How has this incident/process affected others (family, friends, UNH, etc.)?
> What have you learned by participating in the Reflection/Engagement Program (REP)?
> Other prompts, as determined by REP Administrator

**Paper Requirements**

The paper should be a minimum of two double spaced pages, 12 point Times New Roman font. Use standard college format. Punctuation and grammar count!

When completed, the paper should be emailed to the REP Administrator at community.standards@unh.edu by 12:00PM (Noon) the day before your fourth REP meeting (when you will discuss the paper with the REP Administrator). Please use the following naming convention in your file name: *first and last name – REP Reflection Paper* (Example: John Smith – REP Reflection Paper). Microsoft Word or PDF files are preferred. The Community Standards office does not utilize Mac computers; therefore, please do not save the paper as a .pages file. Additionally, do not send the file via a cloud sharing service (e.g. Google Drive, OneDrive, etc), as sharing settings often do not allow for the REP Administrator to view the file.
# ENGAGEMENTS TRACKING SHEET

**Student Name:** ________________________________________________________________

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Details</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of engagement</strong></td>
<td><strong>Describe what you did and with whom</strong></td>
<td><strong>Date of completion and, if marked, required signature</strong></td>
</tr>
<tr>
<td>Attend social justice event/program</td>
<td>Real Talk event by The Beauregard Center</td>
<td>2/21/2020 ☒ Signature Required</td>
</tr>
</tbody>
</table>

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**By 2nd Meeting:** at least 4 engagements completed  
**By 3rd Meeting:** at least 8 engagements completed  
**By 4th Meeting:** remaining engagements, community service and reflection paper completed

Upon completion of engagements, please turn this tracking sheet into Community Standards (Hitchcock Hall ground floor) or by email to community.standards@unh.edu.
REFLECTION/ENGAGEMENT PROGRAM

MEETING TRACKING SHEET

Student Name: ____________________________________________________________

<table>
<thead>
<tr>
<th>Meeting #</th>
<th>Meeting Date</th>
<th>Meeting Time</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>4</td>
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</tr>
</tbody>
</table>

Requirement Deadlines

By 2nd Meeting: at least 4 engagements completed
By 3rd Meeting: at least 8 engagements completed
By 4th Meeting: remaining engagements, community service and reflection paper completed
REFLECTION/ENGAGEMENT PROGRAM
COMMUNITY SERVICE TRACKING SHEET

Student Name: _______________________________ Due By: _______________________________

<table>
<thead>
<tr>
<th>Service Information</th>
<th>Date Completed &amp; # of Hours</th>
<th>Point of Contact Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location name, point-of-contact name and phone number</td>
<td>Date of service and number of hours</td>
<td>Signature of point of contact</td>
</tr>
<tr>
<td>Gnarlz Food Bank</td>
<td># of Hours: 4</td>
<td>( \frac{9}{3} )</td>
</tr>
<tr>
<td>Wild. E. Cat</td>
<td>Date: 123-456-7890</td>
<td></td>
</tr>
<tr>
<td># of Hours: ______</td>
<td>Date: ___________</td>
<td></td>
</tr>
<tr>
<td># of Hours: ______</td>
<td>Date: ___________</td>
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<td>Date: ___________</td>
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</tbody>
</table>

Community service is considered to be voluntary, non-compensated work completed by the student for a non-profit, religious organization, government agency, or similar group.

Amount of Hours Required to Complete: 10 hours

Upon completion of your community service hours, please turn this tracking sheet into Community Standards (Hitchcock Hall ground floor) or by email to community.standards@unh.edu.
At the University of New Hampshire, students develop personal and professional skills by following the Wildcat Way to Professional Success.

This model is designed to provide guidance and recommended action steps throughout the UNH experience, equipping students with the knowledge and tools to thrive in an ever-changing future.

- Identify your interests, skills, and values
  Career and Professional Success staff can provide assessment tools to help with the exploration process

- Learn about your field of interest: industry areas, job types/titles, growth projections
  Review Handshake, O*Net, the Bureau of Labor Statistics, Potential Careers for your Major pages, Vault, and Pathsource

- Map your skills to industry needs
  Search job descriptions, indeed.com, LinkedIn, and company specific pages to learn what skills are in demand

- Understand the career paths of fellow students and alumni
  Join Wildcat Connections, review alumni LinkedIn profiles, UNH Today, and college websites for alumni stories

- Understand salary ranges for your industry
  Search Salary.com, Glassdoor, O*Net, and the Bureau of Labor Statistics to find ranges for roles in your industry

- Create and update career documents
  Including resumes, cover letters, and other professional correspondence

- Create and practice your professional pitch
  Take part in networking events on and off campus

- Develop your LinkedIn & Wildcat Connections profile
  Attend Career Drop-In Hours or a CaPS appointment to receive feedback and tips on optimizing your profile

- Practice interviewing for your specific industry/field and professional goals
  Use InterviewStream to record a practice interview, conduct a mock interview with a mentor/employer

- Cultivate your professional image
  Dress for success, learn industry specific etiquette, and review your digital presence (social media and web search results)

unh.edu/career
ACADEMIC

☐ Engage in research and field experience
   Connect with your faculty members, Hamel Center for Undergraduate Research, or the UNH Research Office

☐ Publish your research and papers
   Submit your research to industry specific journals

☐ Present at professional conferences and competitions
   Take part in the Undergraduate or Graduate Research Conference

☐ Secure a Teaching Assistantship, Lab Assistantship, or tutoring position
   Take on a leadership or service position within your department to support your peers

☐ Study away to build your national and global citizenship
   Find the right program for you with Study Away USA, Semester in the City, Education Abroad, etc.

CO-CURRICULAR

☐ Learn about all of the resources available on campus
   Explore the A-Z Resource Guide on unh.edu to see all UNH has to offer

☐ Volunteer to support your local or global community
   Visit the UNH Civic and Community Engagement website to identify opportunities

☐ Join and participate in clubs and/or student organizations
   Find through the Office of Student Involvement and Leadership, academic organizations, and Campus Recreation

☐ Pursue student leadership positions
   Apply to be a Resident Assistant, take a leadership position in an organization, run for student government

PROFESSIONAL

☐ Shadow professionals and companies of interest
   Use Wildcat Connections or campus connections to build relationships and request job shadowing experiences

☐ Secure at least one internship
   Search through Handshake, established department internship opportunities, and campus recruiting events to find options

☐ Get a part-time job to build other transferable skills
   Attend the Part-Time and Work Study Job Fair, search in Handshake, inquire with campus offices, or local businesses

☐ Build professional and personal networks
   Connect with alumni, faculty, staff, employers, supervisors, parents, friends, friend’s parents, etc.
   Create a profile on Wildcat Connections, join national associations, and expand your LinkedIn connections

☐ Maintain your network by following up with your new and established connections
   Send thank you notes after initial conversations and connect on LinkedIn when appropriate

☐ Attend employer events on campus and in the community
   Resume Review Days, Career and Internship Fairs, employer tabling, information sessions, employer and alumni panels

☐ Conduct informational interviews
   Meet with a variety of professionals from desired industry/organizations to hear their career stories and advice

☐ Secure 3-5 professional references
   Connect with a combination of appropriate employers, faculty, staff, and/or supervisors
   unh.edu/career
APPENDIX
EXAMPLE REP TIMELINE

Below is an example timeline for the Reflection/Engagement Program (REP). It is subject to change or be modified, as needed, by Community Standards.

- Student receives REP information and registration link from Community Standards
- Within 2 business days of student receiving REP information and registration link:
  - Student schedules first REP meeting (intake) with Community Standards. Meeting must occur within 10 school days of receiving conduct decision.
  - University complainant submits Engagements Recommendations Form
- Meeting 1: Student and REP Administrator review program handbook and requirements, select engagements, discuss plans for community service, and schedule meetings 2, 3, and 4.
- Between Meeting 1 & Meeting 2: Student works towards completing community service hours and at least 4 engagements prior to Meeting 2 (typically this is a period of 3 – 4 weeks)
- Meeting 2: Student and REP Administrator discuss the student’s progress with completing requirements, what the student has been learning, and/or a special topic that REP Administrator believes would be beneficial for the student
- Between Meeting 2 & Meeting 3: Student works towards completing community service hours and at least 4 additional engagements prior to Meeting 3 (typically this is a period of 2 weeks)
- Meeting 3: Student and REP Administrator discuss the student’s progress with completing requirements, what the student has been learning, the final reflection paper requirements, and/or a special topic that REP Administrator believes would be beneficial for the student
- Between Meeting 3 & Meeting 4: Student completes all requirements (reflection paper, community service hours and final 2 engagements) prior to Meeting 4 (typically this is a period of 2 weeks)
- Meeting 4: Student and REP Administrator discuss student’s reflection paper and the student’s experience in the Reflection/Engagement Program.
- Student has completed REP

A student’s REP sanction is not considered complete until ALL requirements are fulfilled. If a student fails to complete the requirements according to the example timeline above, the REP sanction remains unfinished until the requirements are fulfilled. The student may face additional conduct charges, sanctions, and/or fines for not completing REP within the original 10 weeks expectation.
RESOURCES

> Career and Professional Success: https://www.unh.edu/career
> Center for Academic Resources: www.unh.edu/cfar
> Civic & Community Engagement: https://www.unh.edu/serve
> Health & Wellness: Living Well Services: https://www.unh.edu/health/services/living-well-services
  • Where to sign-up for Health Education Programs
  • Online scheduling: www.unh.edu/health/appointments
> Internships: www.unh.edu/career/internships
> The Mathematics Center (MaC): https://ceps.unh.edu/mathematics-statistics/mathematics-center-mac
> Office of Student Involvement and Leadership: https://www.unh.edu/mub/involvement-leadership
> Programming Assistance Center (PAC): https://ceps.unh.edu/computer-science/programming-assistance-center
> The Robert J. Conners Writing Center: www.unh.edu/writing/cwc
> UNH Master Calendar: http://calendar.unh.edu/MasterCalendar.aspx
> Wildcat Link: http://wildcatlink.unh.edu
> Work Study Jobs: www.unh.edu/career/student-hourly-work-study-positions