



at

# MURRAY STATE UNIVERSITY

Residential Counselor Application Packet

**JUNE 3 – June 29, 2019**

(duplicate as needed)

**Mail completed application to:**

**RC Application  
Commonwealth Honors Academy  
Murray State University  
304 Lowry Center  
Murray, KY 42071  
(270) 809-3166**

**Application Deadline: February 8, 2019**



# Commonwealth Honors Academy

Murray State University

## Information for Residential Counselor Applicants

### What

The Commonwealth Honors Academy (CHA) is a challenging three-week academic enrichment program for outstanding high school students who have completed their junior year. Students will be selected from the Commonwealth and surrounding region. Upon completion of the Academy, students will

- receive six hours of university credit.
- have the opportunity to take six hours of tuition-free university courses at Murray State University during the subsequent year.
- be awarded a housing/leadership scholarship to attend Murray State University.

### When and Where

The Academy will be held at Murray State University in Murray, Kentucky from **June 8 to 29, 2019**. Residential Counselors will report to campus on **June 3** and will be required to participate in two planning workshops on **April 26-27**, and **May 17-18**, to exchange ideas and develop programming. After CHA, there will be a fall reunion for all students, faculty, and staff.

### Qualifications

The Commonwealth Honors Academy seeks outstanding young adults who can work with Academy teachers, staff and students to complement classroom learning with supplemental activities designed to foster the development of community in the Academy. Residential Counselors must be able to supervise 15–20 Academy students in a residential life setting, where they live on the same floor with those students. Residential Counselors also have the primary responsibility for co-leading (with 2 faculty members) a personal and social growth seminar. Enthusiasm, confidence and flexibility are necessary to provide leadership in this challenging, dynamic program. Applicants for the residential counselor (RC) positions should have at least junior status as of the end of spring semester 2017 semester in a college/university, have experience as residential advisor, camp counselor, and/or similar experience; have a 3.0 GPA; and be comfortable working with academically gifted students.

### Conditions and Compensation

Time for faculty and residential counselors to work together to build community and integrate the theme, “**Leave Great Footprints**” into every aspect of the Commonwealth Honors Academy, is crucial for success. Therefore, RCs are required to participate in two planning workshops, April 26-27, and May 17-18, 2019, and will arrive on campus on June 3 to finalize plans and prepare for the Academy. Each residential counselor will be on duty 24/7 each day and during the weekends, but will be off for one 20-hour period during each week of the three weeks of the Academy.

Each RC is expected to:

- provide supervision for students when they are not in class (evenings & weekends);
- co-lead a CHA seminar that meets three times a week for three weeks;
- assist in student orientation;
- work with the Student Life Dean, Counseling Director, and Activities Coordinator to insure successful implementation of Academy programming.
- assist with field trips occasionally;
- serve as a resource person and referral agent for student health and counseling services;
- provide support and paraprofessional counseling to students concerning personal and social adjustment to residential life;
- ensure that the rules and regulations of the CHA are maintained outside the classroom;
- sponsor floor/hall/community activities for the individuals and the entire community to create a residential atmosphere designed to foster and achieve the Academy's goals;
- attend all staff meetings;
- perform other job-related tasks as designated by the CHA deans or counseling director.

Compensation for the four weeks is \$2,150 and includes room and board.

## **Mission**

*The mission of the Commonwealth Honors Academy is to challenge, educate, enlighten, and nurture the next generation of civic, academic and business leaders of the region.*

## **Theme**

The theme of the 2019 Commonwealth Honors Academy, "**Leave Great Footprints,**" will be integrated into the structure of the Academy in a variety of ways.

## **Academic Program**

The Commonwealth Honors Academy is offered with the firm conviction that one of the greatest resources of this region is its academically talented young people. The Academy seeks to reward excellence, broaden horizons, and expand vision. Its academic program stresses the development of each student's critical thinking abilities, adaptability, creativity and self-confidence. In the Academy, teachers and students deal with the conceptual, historical, and philosophical tenets of human knowledge. Students have opportunities through independent effort to develop their personal and intellectual skills under expert supervision.

## **Components**

- All students are enrolled in an *interdisciplinary humanities and fine arts course*. This course develops the Academy's theme, drawing material from one of the traditional humanities (e.g., history, literature, philosophy) and one of the Fine and Performing Arts (e.g., music, visual arts, theatre).

- In addition, each Academy student is enrolled in ***an elective course***; subjects will vary according to the faculty members hired. Students selected will be given a chance to indicate their preferences for the available electives, and the Academy will attempt to match students with their top preferences. Each elective course will address the theme of the Commonwealth Honors Academy from its own perspective and will include a service learning component.
- Each student participates in a ***seminar*** focused on issues related to personal and social development. In small group discussions, students explore topics relevant to their lives such as interpersonal communication, family and peer relationships, choosing a university, and the relationship of the program's theme to their own lives.
- An **Academy reunion** will take place in September 2019. Students, Faculty and RCs are expected to return to the MSU campus for a reunion to renew friendships, evaluate the Academy, and receive certificates of achievement during a ceremony honoring Academy graduates.

### **Student Life**

A rich, diverse range of recreational opportunities, cultural and artistic events, field experiences, and distinguished speakers and classroom guests will enhance the curriculum. Faculty members and residential counselors participate in enrichment activities with students.

Commonwealth Honors Academy students live in a residential college with separate quarters for men and women. Students learn about themselves and others as they experience what it means to become a community. They develop meaningful friendships, even in the few weeks they live and learn in the Academy.

### **Student Selection Process**

All students applying for the Commonwealth Honors Academy should have a 3.5 GPA (on a 4-point scale) and 25 Composite ACT (or the equivalent PSAT, SAT, or ACT-Aspire score). High school juniors throughout Kentucky as well as the Murray State University out-of-state service region are invited to apply.



# Commonwealth Honors Academy

Murray State University

## Residential Counselor Application

- Pages RCA 1-4 should be completed by the applicant.
- A copy of your university transcript(s) must accompany the application.
- **Two** recommendation forms must be completed. Each reference should enclose the recommendation in an envelope, signed across the seal, and returned to the applicant to be mailed with the completed application packet. References may mail their recommendation directly to the address listed on the form, if preferred.

### Please Type

Name \_\_\_\_\_  
First Middle Last Preferred Name

Campus Address \_\_\_\_\_  
Box #/Street City State Zip Code

Cell/Campus Phone(\_\_\_\_\_) \_\_\_\_\_ Campus/Home Phone(\_\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City State Zip Code

E-mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_ M # \_\_\_\_\_

Class Standing (end of spring 2013) \_\_\_\_\_ Jr. \_\_\_\_\_ Sr. \_\_\_\_\_ Grad. Student

Colleges you have attended (include dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your experiences as a residential advisor, camp counselor, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where? (include dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cumulative Grade Point Average \_\_\_\_\_ GPA in your major \_\_\_\_\_  
**(Please include a copy of your transcript)**

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Career choice, if known \_\_\_\_\_

1. What interests or qualifications do you possess that would be important for a residential counselor? What strengths would you bring to the Commonwealth Honors Academy?
2. Explain any weaknesses that may hinder your work in the Academy's living-learning environment.
3. In light of this year's theme, "**Leave Great Footprints**" describe activities/strategies you would use to build a sense of community in your residential hall/dormitory.
4. Describe campus organizations and activities in which you have been involved (you may include community service). Relate any leadership positions you have held.

5. Describe special talents and skills that you possess which might be useful in the Academy (drama, music, water safety instructor, tennis instructor, first-aid training, special computer skills, photography, etc.).

*The following information is requested. Completion of this section is voluntary.*

Gender

Race/Origin:

Male \_\_\_\_\_

White \_\_\_\_\_

Black \_\_\_\_\_

Asian \_\_\_\_\_

American Indian \_\_\_\_\_

Female \_\_\_\_\_

Hispanic \_\_\_\_\_

Other (specify) \_\_\_\_\_

*Equal education and employment opportunities M/F/D, AA employer*

## References

Please provide references from two people who are able to assess your potential as a Residential Counselor. At least one should know something about your work as a student.

Provide each reference a recommendation form. Be sure to print your name at the top of each form. Each reference should return the completed recommendation to you in an envelope, signed across the seal. However, a reference may mail the completed recommendation directly to the address provided on the form.

**Recommendations must be postmarked by February 8, 2019.**

Please list:

1.  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

2.  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

RC Applications Due:	February 8, 2019
<b>Interview Dates:</b>	<b>February 27, 28, 2019</b>
Initial Planning Workshop:	April 26-27, 2019
Second Planning Workshop:	May 17-18, 2019
Academy Dates:	June 3–29, 2019 (students arrive on June 8)

### Mail completed application to:

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Commonwealth Honors Academy  
Murray State University  
304 Lowry Center  
Murray KY 42071

### Questions may be addressed to:

Jeff Wylie, Student Life Dean  
Phone: 270.809.4531  
Fax: 270.809.6803  
E-mail: [jwylie@murraystate.edu](mailto:jwylie@murraystate.edu)





# Commonwealth Honors Academy

Murray State University

## Residential Counselor Recommendation

Duplicate as needed

Each reference should enclose the recommendation in an envelope, signed across the seal, and give it to the applicant to be mailed with the completed application packet. If preferred, mail the reference to: RC Application, Commonwealth Honors Academy, Murray State University, 304 Lowry Center, Murray KY 42071.

**This form must be postmarked no later than February 8, 2019.**

Applicant's Name \_\_\_\_\_

The above named person has applied for a Residential Counselor position in the Commonwealth Honors Academy. After reading the description of the Academy and residential counselors' duties, please provide your evaluation of the applicant's academic, intellectual and personal qualifications with specific references to the skills needed as well as the applicant's character and integrity.

Overall Recommendation  
I recommend this candidate  
    \_\_\_ Enthusiastically  
    \_\_\_ With some reservation  
    \_\_\_ I do not recommend  
        this candidate

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (please print) \_\_\_\_\_  
Position \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ / \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## **INTRODUCTION TO THE COMMONWEALTH HONORS ACADEMY**

The Commonwealth Honors Academy (CHA) is a challenging three-week academic and personal growth program for outstanding high school students who have completed their junior year. Students will be selected from the Commonwealth and the surrounding region. Upon completion of the Academy, students will:

- receive six hours of university credit.
- have the opportunity to take six hours of tuition-free university courses at Murray State University during the subsequent year.
- be awarded a housing/leadership scholarship to attend Murray State University.

The Academy differs from the traditional high school in its approach to learning and creation of a living-learning community. CHA offers students a chance to know and make friends with other enthusiastic, energetic students with high intellectual capacities. The interaction of students with different backgrounds is one of the most valuable aspects of the Academy.

The Academy provides students, faculty and staff with an opportunity to share the joy and discovery of learning and to exchange ideas in a warm community atmosphere. Supportive secondary and university teachers chosen from the region work closely with the students in classes, seminars, and extracurricular activities. Outstanding speakers, performers, films, interesting field trips, special events, and recreational experiences offer students an array of stimulating activities that provide fun and enjoyment, as well as learning opportunities.

### **MISSION**

*The mission of the Commonwealth Honors Academy is to challenge, educate, enlighten, and nurture the next generation of civic, academic and business leaders of the region.*

### **QUALIFICATIONS**

The Commonwealth Honors Academy seeks outstanding young counselors who can work with Academy teachers, staff, and students to complement classroom learning with activities designed to foster the development of community in the Academy.

Residential Counselors must be able to supervise 15–20 Academy students in a residential life setting and for co-leading (with two faculty members) a personal and social growth seminar. They must be enthusiastic, confident and flexible in order to provide leadership in this challenging, dynamic program.

In addition each RC is expected to: co-lead a CHA seminar; assist in student orientation; assist with field trips; serve as a resource person and referral agent for student health and counseling services; provide support and paraprofessional counseling to students concerning personal and social adjustment to residential life; ensure that the rules and regulations of the CHA are maintained outside the classroom; sponsor floor/hall/community activities designed to foster and achieve the Academy's goals for individuals and the community; attend all staff meetings; and perform other job-related tasks as designated by the CHA deans or residential counseling director.

Each residential counselor will be on duty throughout each day and during the weekends, but will be off for one 20-hour period during each week of the three weeks of the Academy.

Applicants for the residential counselor (RC) positions should have junior status at the end of the spring semester 2019 in a college/university, have experience as a residential counselor, camp counselor, etc., have a 3.0 GPA, and be comfortable working with academically gifted students.



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