In this Application Packet, you will find the following:

- Important Dates and Rate Information
- Theme House Application
- Theme House Living Community Contract
- Theme House Roommate Expectations and Contract
- Theme House Advisor Expectations

Please review all the enclosed materials and direct any questions to the Housing Office at 274-5215 or by e-mail at campuseslife@augie.edu. The completed application packet is due to the Campus Life Office by 5 pm on Friday, February 19th.
Important Dates

As you plan for your application, please keep the following dates in mind:

- February 10, 2016 – 5pm - Theme House Information Session in Halverson Room*
- February 11, 2016 – 5pm - Theme House Information Session in Halverson Room*
- February 16, 2016 – 6 pm – Theme House Tours (Meet on Student Street)
- February 19, 2016 – 5pm – Theme House Applications Due (Campus Life Office)
- February 26, 2016 – Noon – New Theme House Notification (Your Campus Mailbox)
- March 2, 2016 – Noon – Theme House Confirmation Due (Campus Life Office)

* One representative from each group must attend one of the theme house information sessions for an application to be considered.

Rate Information

Theme house living provides upperclass students with an alternative housing option to residence halls or off-campus living. Life in each of the University’s eight theme houses encourage an independent and responsible lifestyle. Each group of students who apply for a theme house develop a service theme that will encourage personal growth and active involvement with the local and campus communities.

Theme House Rates & Occupancy

Listed below are maximum occupancy rates for Augustana University theme houses. Housing costs for 2015-2016 can be found at www.augie.edu/costs. Finalized rates for the 2016-2017 Academic Year will be published later spring semester, pending Board of Trustees approval. An increase of 3% to 6% is normal each year.

- Lookout House 908 W 28th Street 6 residents
- Olsen House 1020 W 28th Street 5 residents
- Terning House 1100 W 28th Street 4 residents
- Menlo Annex 1200 W 28th Street 6 residents
- Campus House 2405 S Grange Avenue 3 residents
- Norway House 1904 S Grange Ave 4 residents
- Wahl House 1826 S Grange Ave 4 residents
- Hillsboro House 2407 S Summit Ave 6 residents

Theme Houses available for next year will be identified following the completion of the current Theme House Homesteading Process on Wednesday, February 12th.

- Residents who are third and fourth year students are not required to purchase a meal plan.
- Assignment to a theme house is based on total occupancy for the entire 2016-2017 academic year.
- If a resident of your house will be studying abroad or only at Augustana for one semester, a replacement must be named on the application. No financial adjustment will be made for any individual(s) gone (i.e. student teaching abroad) for any portion of the semester/year.
Theme House Application

Please return the completed Theme House Application, Theme House Living Community Contract, Theme House Roommate Expectations and Contract, and Advisor Expectations and Contract to the Campus Life Office by 5 pm on February 19, 2016.

Please provide the following information:

**Proposed Theme:** __________________________________________________________

**Theme House Liaison:** ______________________________________________________

**Theme House Residents (include Liaison):**

*For any students planning to study abroad in Fall 2016 or Spring 2017, please include them on the list below and circle the semester in which they will be studying abroad.*

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**Check Preferred Houses** (if selected, we will try to match you to your preferred houses, but may request that you occupy another house, if necessary):

- Lookout House - 908 W. 28th St. (6 residents)
- Olsen House – 1020 W. 28th St. (5 residents)
- Terning House - 1100 W. 28th St. (4 residents)
- Menlo Annex - 1200 W. 28th St. (6 residents)
- Campus House – 2405 S. Grange Ave. (3 residents)
- Norway House – 1904 S Grange Ave. (4 residents)
- Wahl House – 1826 S Grange Ave. (4 residents)
- Hillsboro House – 2408 S. Summit Ave. (6 residents)

**Additional Required Materials**

**Proposal (New Theme House Applicants)**

Attach a 2-3 page proposal to this application that describes what your group would like to accomplish as a house for the 2016-2017 school year. The proposal should include a theme and how your group would like to “live out” your theme. Include a plan for service projects over the academic year and focus on how your theme will enhance your individual curricular and co-curricular experience at Augustana University. In addition, your proposal should address what your group would like to gain from living together, including developing community and problem solving as a house.

**House Portfolio (Homesteading Theme House Applicants)**

The Theme House Homesteading Portfolio allows you an opportunity to reflect on your year as a house and provide evidence of the projects you’ve completed. Your Portfolio should include four components 1) Self Reflection, 2) Demonstration of Learning, and 3) An updated proposal with projects for 2016-2017. Please review the Theme House Homesteading Guidelines packet for complete details and consult your theme house designate if you have any questions.

**Supplement (ALL Applicants)**

The use of alcoholic beverages is allowed in theme houses if a majority of the residents are 21 years of age. It is important that each group be thoughtful in identifying the role that alcohol will play in their living community. On a separate sheet of paper from your theme proposal, please submit a policy that is agreed upon by the members of your group. Your house policy should be written in context with the Campus Life/Alcoholic Beverages section of the Student Handbook.

If you have any questions, please contact the Campus Life Office at 274-5215 or by e-mail at campuслife@augie.edu.
Theme House Policies and Expectations

Policies
- The use of alcoholic beverages is allowed in theme houses when a majority of the residents are 21 years of age or older.
- All theme houses are smoke-free facilities.
- Theme house residents are responsible for the daily cleaning and trash removal at the house.
- Each theme house has designated parking options. Students parking on university property must purchase a parking permit which is available at a reduced cost.
- Residents are expected to be respectful of neighbors and to develop positive relationships with them.
- Along with the independence of theme house living comes the responsibility of developing guidelines for living together in community. It is expected that all residents will abide by the University’s policies and house-developed guidelines. Any student who chooses not to adhere to these policies and guidelines may be reassigned to a residence hall.

Programming
- Students are expected to complete at least two community service projects each semester.
- Theme houses are expected to participate in Open House programs each semester.
- The Campus Life Office will provide financial assistance for activities that are consistent with each house theme.
- Theme house residents will be asked to attend and provide support for campus programs (i.e. Semester Shutdown).

Theme House Liaisons
- Each group must select an individual who will serve as a liaison or representative of his/her house.
- The liaison will meet with Theme House Liaisons and the Hall Director for Theme Houses once a month.
- Liaison responsibilities include, but are not limited to, serving as a spokesperson for his/her house, reporting maintenance issues, checking residents in and out of the house, scheduling house meetings, completing administrative paperwork, working with the group to develop community guidelines and ensure follow through on his/her house goals and community service projects.

Theme House Applications
- Groups may submit applications for only one theme house.
- All members of a group must be the same gender.
- When responding to the questions on the application, limit your response to three pages.
- Applications are due to the Campus Life Office, Edith Mortenson Center by Friday, February 19 at 5 pm.
- Selection will be based entirely on the written application. Faculty and administrations will be reviewing the applications. Names and gender references will be removed from the applications to make the review as impartial as possible.
- Groups will be notified of the status of their application via campus mail on Friday, February 2, 2016 at Noon.

Open House
- A sampling of theme houses will be open for tours on Tuesday, February 12, 2016 at 6pm.

Theme House Information Session
- One representative from each group must attend one of the theme house information sessions for an application to be considered.

Resident Signatures
I have read the above information. I understand that I am responsible for being aware of and adhering to Housing Policies and Procedures, as well as all Theme House expectations and guidelines identified by the Dean of Students Office and the Campus Life Office. Each member of the house must sign below.

Student Signature __________________________ Date __________
Student Signature __________________________ Date __________
Student Signature __________________________ Date __________
Student Signature __________________________ Date __________
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Theme House Roommate Expectations and Contract

Successful Theme Houses know not only how to plan and implement the many projects and programs related to their theme, but also how to maintain a level of harmony within their living environment. Living with others isn’t always easy, but the University is committed to the belief that the experience of sharing a home with others teaches valuable life skills and enriches the campus community as a whole.

When conflict arises, there are a few things that the University expects of each Theme House. These expectations are as follows:

- **Effective Communication** – As third and fourth-year students, we expect that you will be communicating effectively with your roommates, your Liaison, and the Residence Life and Housing staff. This means making others aware of your concerns in a clear, appropriate and respectful fashion.
- **Timing** – We expect that you will deal with house concerns in a timely fashion. Anyone who has ever lived with someone else will tell you that big problems start as small concerns. If allowed to go unchecked, these small concerns can balloon into very challenging issues in a short period of time.
- **Talk to Each Other** – One of the first questions your Designate will ask, should you bring your concern to their attention, will be “have you spoken with the person you are concerned about?” We expect that you are communicating with each other as laid out in your proposal. Those conversations are critical and can often resolve the issue without need for mediation.
- **Moving Out Is a Last Resort** – Part of living in a Theme House is making a commitment to each other, the theme, and the community. We take that commitment very seriously. As a result, moving out of Theme House is only a consideration if all other options for resolution have been exhausted, or if the health and safety of any member of the community is in question.

Should Campus Life staff need to be involved as a mediator for any conflict, there are several things to keep in mind:

1) **Residence Life and Housing have a commitment to all members in a community.** As a result, we will work to understand the concern from each student’s perspective. This means individual or group meetings, as needed, to resolve the issue.

2) **There are no overnight fixes.** This is a process. As such, it may take some time to resolve the concern to everyone’s satisfaction. Do not expect that our staff will be able to “fix” your concern immediately, and prepare yourself for several conversations. This is par for the course with a commitment of this nature.

3) **This is a collaborative process.** Our staff will do all they can to help you work through the concern, but in the end, the resolution comes from all of you. If you are unwilling to work through the issue, resolution won’t be possible. However, if you take responsibility for the process, good things will come of these conversations.

I have read, understand, and will adhere to these expectations and guidelines regarding roommate conflicts and interactions within our house. I understand that it is my responsibility to bring concerns I have to the attention of my Theme House Liaison or Theme House Designate. I also understand that moving out of my house is not an option until my Hall Director or other Campus Life staff feel we have exhausted all other options. If I am allowed to move out of my house, I understand that I am responsible for working with my roommates to find a replacement for me.

Each member of the house needs to sign below in order for your application to be complete:

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Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature
Theme House Advisor Guidelines and Expectations

In an attempt to help the Theme House Community continue to grow stronger and to provide further connection between students, faculty, and staff within the areas of service and community, we are requesting that all Theme Houses find an Advisor.

Who can be an advisor?
*Please keep these things in mind when looking for a Theme House Advisor.*

- Advisors may be current Augustana University Faculty or Staff.
  - If you are interested in asking a non-Augie individual to be an Advisor, please contact the Dean of Students Office to get more information.
  - If you are having trouble finding an advisor, please contact the Center for Campus Life and they can assist you in identifying individuals who might be a good fit for your theme.

- The Theme House Advisor should enjoy interacting with students outside of a strictly academic or job-related relationship and be willing to be actively involved with the Theme House throughout the year.

What is expected of an Advisor?
The focus for the Theme House Advisor is on the development and implementation of service projects related to the theme. The Theme House Advisor’s role involves supporting the Theme House in “living out” its theme. This is done through the sharing of fresh perspectives and ideas and through the support of the Theme House in identifying and achieving its goals for the year. With that in mind, here are a few basic thoughts on what we expect from an Advisor.

An Advisor should:

- Assist interested students in refining a theme and completing their application for a Theme House.
- Assist residents of the house in setting goals and objectives for the Theme House.
- As often as possible, promote and attend programs related to the theme.
- Meet with the Theme House Liaison at least three times a semester.
- Meet a couple of times each semester with all members of the house to assist with ongoing evaluation of progress toward identified theme goals.
- Assist students in recruitment of additional residents if occupancy changes during the year.

*I have reviewed the guidelines and expectations for Theme House Advisors and agree to assist the students in the development of the theme. I am aware that I may be contacted by the Center for Campus Life to discuss my role as an advisor.*

__________________________________________________________
Advisor Signature

__________________________________________________________
Printed Name

Date

Phone Number or Campus Extension

E-Mail Address