



## Student-Led Club Convo Policies Spring 2014

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*The purpose of the Club Convo program is to create a discussion-based small group environment that offers the building of personal relationships through Christ-centered dialogue.*

### OVERVIEW

1. In order to maintain the specific purpose of Club Convos as a **discussion-based small group**, each group is made up of no more than 15 students. If you would like to engage more than 15 attendees, you may choose to lead two different groups with the same curriculum or provide a co-leader who would go through the same process of approval to lead. (Contact the Convo office if that is the case.)
2. Once an approved leader, you can choose to populate your own Club Convo group OR the Convocation office will advertise your group on our website and interested students will sign up with you directly. (Note: You will need to cut off sign up's once 15 spots are filled in your group.)
3. Club Convos are entirely voluntary and should not be mandatory for anyone to participate in or lead. This includes any mandatory trainings or meetings (such as service trip trainings, fraternity/sorority meetings, class projects, etc).
4. Each group meets for 6 sessions and a student must attend at least 5 sessions to receive any Convocation credit. **The leader is responsible to update the *Attendance Roster for Convocation Credit form* at each session in order to create a complete list of attendance by the last session.**
  - 4 sessions or less = 0 credits
  - 5 sessions = 5 credits
  - 6 sessions = 6 credits max
5. Please include ALL student attendees (by their legal name) and CWID # on the roster regardless of whether they are receiving full credit or not. Please also include yourself on your roster as the first name on the list.
6. No make up sessions are to be offered for students who missed group sessions. The session dates should reflect what was on your original proposal. If session dates are altered, please contact the Convo office.

### COMMUNICATION

7. Inform your group that effective spring 2014 students may gain credit for attending and/or leading two Club Convo groups. Although Club Convo leaders may gain double credits by leading two groups with the same curriculum, attendees must participate in two different Club Convos to receive credit for both.
8. Inform your group that credits will not be listed on their WaveNet accounts until the final session has occurred and a completed and correct roster is turned in and processed by office. In other words, credits will not be updated after each session. You will receive email confirmation that your roster was successfully processed.
9. Inform your group that if they have any questions regarding their attendance they should ask you as the leader to ensure they are meeting the requirements for credit.
10. Inform your group that they will be asked to participate in a brief survey and reflection in your last session together and we appreciate their participation and honesty in responses.



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### LEADERSHIP CREDIT

11. There are three forms a student leader will turn in at the end of their last session. The additional leadership credit (1) will be granted after all three forms are turned in correctly to our office.
  - a. The following forms can be found on our website at:  
<http://community.pepperdine.edu/seaver/convo/forms.htm>
  - b. **The due date for the following forms is 48 hours after your final session by email.** The drop dead date to turn in paper work is Friday, April 18, 2014 by 5pm.
  - c. All three forms must be submitted electronically in the original format as published on the website and emailed to [Convo@pepperdine.edu](mailto:Convo@pepperdine.edu).
12. Student leaders maintain weekly session logs on the *Club Convo Session Log* form to express observations of the group developing and growing.
13. Student leaders complete their *Club Convo Student Leader Reflection* form offering their experience and suggestions.
14. Student leaders complete the *Attendance Roster for Convocation Credit* form and turn it in 48 hours after your final session.
  - The roster must be in its original Excel format and emailed to [convo@pepperdine.edu](mailto:convo@pepperdine.edu)
  - Ensure student names are their actual, legal name and the CWID # are accurate
  - If the roster is not accurate, you will receive a correction form to complete

You will receive notification from the Convocation Office informing you when the roster you submitted has been successfully processed and all credits have been granted to the group.

We will also send you a leader survey. This is not required for your leadership credit. We encourage you to offer your feedback so we may enhance this program.

### CONTACTS

**Convocation Office** – 310-506-4999 – [convo@pepperdine.edu](mailto:convo@pepperdine.edu)  
**Donna Brown** – 310-506-6837 – [donna.brown@pepperdine.edu](mailto:donna.brown@pepperdine.edu)  
Administrative Coordinator for Convocation  
**Sarah Jaggard** – 310-506-7535 – [sarah.jaggard@pepperdine.edu](mailto:sarah.jaggard@pepperdine.edu)  
Director of Convocation



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### Club Convo Leader Memorandum of Understanding

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As a Club Convo Leader,

1. I understand the maximum number of students per group is 15, and I must offer six sessions.  
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2. I understand that the Club Convo program is entirely voluntary and will not be mandatory for any participant.  
\_\_\_\_\_
3. I will communicate to attendees they must attend a minimum of five out of the six sessions to receive any credit; there are no make up sessions; it's possible for them to attend two different groups for credit; and credits will not appear on WaveNet until the last session has been completed and the roster has been accepted and processed.  
\_\_\_\_\_
4. I understand I am responsible for maintaining the session log form, updating the roster each session, and completing the leader reflection form. My additional leadership credit (1) is contingent on the three forms being turned in.  
\_\_\_\_\_
5. I understand all Convocation policies, procedures, and **deadlines**, and I will abide by them.  
My final session is on \_\_\_\_\_, and my forms will be submitted 48 hours later  
by email on/before \_\_\_\_\_  
\_\_\_\_\_
6. I will provide time for my group to fill out the Club Convo Participant Survey in our last session.  
\_\_\_\_\_
7. I will maintain integrity and honestly report attendance and credit for each student. I understand credits for Club Convos affect GPA; I am liable for any dishonest reporting and I will be presented to Judicial Affairs and the Academic Integrity Committee with any breach of this agreement.  
\_\_\_\_\_

Club Convo Title: \_\_\_\_\_

Printed name: \_\_\_\_\_ Leader signature: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Convocation staff signature: \_\_\_\_\_

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