August 26, 2015

Dear Resident:

The Office of Residence Life is pleased to learn of your interest in becoming a member of the Residence Life Student Judicial Board (RLSJB). This application packet is intended to provide you with an equal and comprehensive understanding of the requirements for applying to become a RLSJB member.

Not only are we striving to appoint the most qualified candidates, but we hope that this will be an opportunity for you to gain more knowledge about the student judicial board and your ability to do be an effective and objective board member.

This packet contains:

→ An Application
→ Two Reference Forms
→ A Personal Schedule Form
→ Information regarding selection criteria
→ A Selection timetable
→ An application packet checklist

**Eligibility** Since cases heard by the RLSJB involve situations related to campus living, only students who have lived in BSU residence halls for at least one academic year with a minimum term and cumulative grade point average of 2.5 and no prior judicial violations are eligible to apply.

Information sessions for Fall 2015 Residence Life Student Judicial Board (RLSJB) will be on **Wednesday, September 9, 5:30 pm** and **Thursday, September 10, 5:30 pm in the Haley Conference Room**. During the information session, potential applicants will receive more detailed information on the role and responsibilities of the RLSJB members.

We will consider you a viable candidate once you have completed and submitted all of the materials listed below to the Residence Life Office located in Haley Hall room 160, **by no later than 12 pm on Friday, September 18, 2015**:

- Completed application (**which would include a statement of motivation**)
- Copy of your unofficial transcript
- Completed schedule of available interview times
- 2 completed recommendation forms
The two reference forms enclosed in this packet must be given to:

   a. Your current RA  
   b. A Bowie State University administrator or faculty member  
   c. Any other RA currently on staff or former Residence Life employee or any other former BSU student leader

You will be notified in writing by Friday, September 25, 2015 as to whether or not you have been selected. Everyone who is accepts the position will be required to attend a mandatory training session scheduled to take place on Thursday, October 1, 2014 5:30 pm – 6:30 pm in the Haley Hall Conference Room.

Thank you for your interest in the Residence Life Student Judicial Board position. If you have any questions or concerns, please be sure to as your RA, RD or any other member of the Residence Life team. Good luck!

Sincerely,

Kevin Hunter
Assistant Director for Student and Staff Initiatives
Office of Residence Life
CHECKLIST FOR RLSJB APPLICATIONS

- Complete Application which should include your typewritten statement of motivation

- Transcript (*unofficial is fine but it must be printed the application is submitted*)

- 2 recommendation forms (*RA, professor, BSU employer or administrator, current BSU student leader, former RA*)

- A list of 3 1-hour time blocks from 9:30 am – 4:00 pm you could available for a candidate interview on Monday, September 21 – Wednesday, September 23

- Submit all materials by designated deadlines
STATEMENT OF MOTIVATION

On no more than 2 typed pages, double-spaced, please (1) submit your motivation for seeking an assignment to the 2014-15 Residence Life Student Judicial Board, (2) address why you would be a valuable RLSJB member, and (3) describe what you expect to gain from your RLSJB involvement.

In submitting your answers, you may refer to the RLSJB member duties and responsibilities. You may also consult the Residence Hall Contract, Policies and Procedures and the Bowie State University Code of Student Conduct.

LIST OF INVOLVEMENT

Please submit a list of past and current extracurricular involvement.

RECOMMENDATIONS

As part of the RLSJB application, you must submit two (2) completed recommendation forms. You must also select to waive or retain your rights to access the recommendation on each form. Your recommendations should be completed by persons willing and capable of fairly assessing your Judicial Board qualifications. Members of the Office of Residence Life staff cannot complete recommendation forms.

TRANSCRIPT

Copy of an unofficial BSU Transcript
JUDICIAL BOARD MEMBER APPLICATION

ELIGIBILITY REQUIREMENTS

You must:

1. Currently live on campus
2. Possess a 2.5 or higher cumulative and term GPA
3. Be in Good Disciplinary Standing
4. Be Registered as a Full-Time Student (enrolled in a minimum of 12 credit hours)

PLEASE PRINT OR TYPE NEATLY

Name: _____________________________   ________________________________  _________

Last Name          First Name        Middle Initial

Student ID#: __________________

Gender: Male ☐  Female ☐

Campus Address (Building Name & Room #): ____________________________________________________

Permanent Address:  ______________________________________________________________________

____________________________________________________________________

Electronic Mail Address: _________________________________________________________

Home Phone (      ) _____________  Room Phone __________  Cell Phone (      ) ______________

Current Class Standing (check appropriate box):  SOPHOMRE ☐  JUNIOR ☐  SENIOR ☐  GRADUATE ☐

Major(s): ______________________________   Minor(s) _____________________________

Cumulative Units at end of current semester: _________Cum GPA: ____

Student Status: Full-time ____________    Part-time __________

List all colleges/universities you have attended:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>DATES ATTENDED</th>
<th>MAJOR</th>
<th>DEGREES/GPA</th>
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Number of semesters lived in Bowie State University residence halls: _________________

Please list which halls you have lived in and dates of occupancy:

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<th>HALL</th>
<th>DATES OF OCCUPANCY</th>
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</table>
Are you available to be a Residence Life Student Judicial Board member for the entire 2015-16 academic year? Yes ☐ No ☐

Have you been found responsible for any disciplinary violations while at BSU (or other institutions)? Yes ☐ No ☐ (If yes, please explain on the back of this sheet).

It is expected that RLSJB members schedule around and attend all training dates and meetings. The Board will convene on Thursdays. Other periodic time commitments can be expected. Will you have any conflicts with these commitments as described in this application packet? Yes ☐ No ☐

CONSENT OF RECORDS DISCLOSURE

The information I have presented in this applications is true and correct. I understand that incomplete or false information may subject me to disqualification from consideration for the RLSJB. I authorize Bowie State University to conduct routine inquiry during the processing of my application in order to provide information necessary to evaluate my candidacy (including checking my grades and academic progress/class standing). I further understand that this information will be shared with members of the Selection Committee for evaluation purposes.

_________________________________________  _____________________________
Signature of Applicant          Date

Applications that are not signed and dated will be considered incomplete and may not be fully considered in the application process.

PART II. STATEMENT OF MOTIVATION

On no more than 2 typed pages total, double-spaced, 7” margins on all sides, please (1) submit your motivation for seeking an assignment to the Residence Life Student Judicial Board, (2) address why you would be a valuable RLSJB member, and (3) describe what you expect to gain from your RLSJB involvement.

In submitting your answers, you may refer to the RHJB member position description. You may also consult the Residence Hall Contract, Policies and Procedures and the Bowie State University Code of Student Conduct.

If you have any questions, please contact the RLSJB advisor:

Kevin Hunter
Assistant Director for Student and Staff Initiatives, Office of Residence Life
Bowie State University
301-860-4260

FOR OFFICE USE ONLY

Application Checked by: _______  Application complete?  Yes ☐ No ☐
Cumulative GPA: _______  Class Standing: _______  Date received: _______
Interview Date: __________________________________________________________
Comments:  _________________________________________________________________________  
  ___________________________________________________________________________  
  ___________________________________________________________________________  

Applications that are not signed and dated will be considered incomplete and may not be fully considered in the application process.
September 2015

Dear Sir or Madam:

__________________________ is applying for a position as a Student Judicial Board member for the Office of Residence Life at Bowie State University. As part of the RLSJB selection process, we are requesting two references from each applicant and you have been asked to serve as a reference for this respective candidate.

The Residence Life Student Judicial Board is a peer review board designed to hear allegations of misconduct in the residence halls that adversely affect the residence hall community. Through its decisions and judicial process, the RLSJB seeks to educate students. We emphasize decision-making accountability, self-discipline, responsible behavior, and respect for the rights and property of other students and staff and University policies. In all, we believe that a student’s learning environment should extend beyond the walls of the classroom. Individuals who serve as a member of the RLSJB play an important role in nurturing a students’ total educational development.

- Since RLSJB members will be expected to hold community members responsible for actions contrary to the best interests of their residence hall community, members should possess certain characteristics and qualities such as:
  * Communication skills
  * Listening skills
  * Leadership ability
  * Sensitivity to others
  * Decision-making capability
  * Problem-solving ability
  * Maturity
  * Enthusiasm and motivation
  * Personality
  * Confidence

While completing the attached recommendation form, please carefully evaluate each characteristic. Your feedback is weighed heavily in our evaluation process. If you have any questions or concerns, please do not hesitate to contact the Office of Residence Life at 301-860-5000.

Thank you for your time and consideration.

Respectfully,

Kevin Hunter
Assistant Director for Student and Staff Initiatives
Office of Residence Life
RESIDENCE LIFE STUDENT JUDICIAL BOARD RECOMMENDATION FORM

Name of Applicant: ____________________________________________________________

To the Applicant: You may waive or retain the right to access and review this recommendation. Your decision will not affect your candidacy, but it may affect the recommender’s comments. It is your responsibility to discuss this with your recommender if she/he has any questions. (Select one by initialing on the line preceding your choice).

☑️ I (Applicant) choose to waive my right to access and review this recommendation.
☑️ I (Applicant) choose to retain my right to access and review this recommendation.

To the Recommender: Please rate each characteristic by checking the boxes that most accurately describe the applicant’s abilities. Under the comments, please expand on the applicant’s strengths and weaknesses in these areas. The recommendation should be returned to the Office of Residence Life by one of the following methods:

1. Returned to the applicant in a sealed and signed envelope to be submitted with the application packet or
2. Mailed to: Office of Residence Life, Bowie State University, 14000 Jericho Park Road, Bowie, MD 20715,  
   Attention: Mr. Kevin Hunter, Assistant Director for Residence Life, Student and Staff Initiatives
3. Recommendations must be submitted by 3 pm September 18, 2015.

Recommenders Name __________________________ Title/Position __________________________
Relationship to Applicant _______________________________________________________________

How well do you know this applicant? Very Well ☐  Fairly Well ☐  Casually ☐
How long have you known this applicant? ____________________________________

Ability to lead and work with other (Consider the applicant’s ability to direct others without being overbearing, to coordinate and lead activities, to facilitate group interaction, and to respond appropriately to suggestions and criticism).

☐ Inspires others, very cooperative, strong force to group morale, works well with feedback
☐ Works well with others, very adaptable
☐ Can do satisfactory work with others, but tends to work alone
☐ Not a team worker, antagonizes people, does not give/receive feedback well
☐ No chance to observe

Comments: __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Personality (Consider the applicant’s ability to make a pleasant impression and ability to deal with a wide range of personalities and cultural backgrounds).

☐ Great impression, easily interacts with a wide variety of people
☐ Favorable impression, minor difficulties with a few people
☐ No particular impression
☐ Somewhat irritating

Comments: __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
**Sensitivity** (Consider the applicant’s ability to be sensitive to and understanding of others’ reactions and feelings, to give effective responses, to express himself or herself clearly and to defend his or his expressed thoughts).

- Exceptionally sensitive and responsive to others
- Genuinely tries to be sensitive and responsive to others
- Sometimes shows sensitivity, not always able to respond effectively
- Often not alert to other’s feelings
- No chance to observe

Comments: 
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
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**Responsibility** (Consider the degrees to which the applicant is dependable, prompt, able to manage time effectively and willing to take initiative).

- Very dependable, always completes tasks, takes initiative, stays ahead of or on schedule
- Works hard if interested, generally reliable
- Works well under supervision, needs direction
- Satisfied just to get by, somewhat unreliable, procrastinates
- No chance to observe

Comments: 
_________________________________________________________________________________________
_________________________________________________________________________________________
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_________________________________________________________________________________________

**Ability to express self** (Consider the applicant’s communication and interaction with others).

- Convincing, unusual command of words
- Logical, good self-expression
- Usually gets ideas across, sometimes vague
- Frequently vague
- No chance to observe

Comments: 
_________________________________________________________________________________________
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**Maturity** (Consider the applicant’s common sense, judgment, integrity, self-awareness and ability to set goals and evaluate progress).

- Displays mature and responsible behavior, is respected by peers
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- Displays average maturity for age, sometimes influenced to act against better judgment
- Displays immature behavior, often responds inappropriately
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Comments: 
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**Emotional Stability** (Consider the applicant’s response to stressful situations and evenness of disposition and mood).

- Very stable, exceptionally capable of dealing with stress
- Even disposition, stress occasionally disrupts life
- Stable in ordinary situations, but disorganized by problems, prone to worry excessively
- Tends to be over-emotional, tension evident and very disruptive
- No chance to observe

Comments: 
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Overall recommendation *(Do you recommend that the applicant be selected as a member of the Residence Life Student Judicial Board)*

- Definitely appoint
- Probably appoint, consider reservations explained below
- Probably do not appoint, reservations explained below
- Definitely do not appoint, explained below

Comments: ____________________________________________________________

What do you see as the applicant’s overall strengths?

What areas are you concerned about?

What areas do you suggest we explore further?

Signature ___________________________ Date ___________________________

*(To the recommender: You may fax this recommendation to 301-860-4253, but all four (4) pages of the signed/dated original copy still must be mailed to the address indicated at the top of the recommendation form).*
September 2015

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BOWIE STATE UNIVERSITY
Office of Residence Life

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Comments: __________________________________________________________________________________
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___________________________________________________________________________________________
Overall recommendation (Do you recommend that the applicant be selected as a member of the Residence Life Student Judicial Board)

☐ Definitely appoint
☐ Probably appoint, consider reservations explained below
☐ Probably do not appoint, reservations explained below
☐ Definitely do not appoint, explained below

Comments: __________________________________________________________________________________
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What do you see as the applicant's overall strengths?

What areas are you concerned about?

What areas do you suggest we explore further?

Signature __________________________ Date __________________________

(To the recommender: You may fax this recommendation to 301-860-4253, but all four (4) pages of the signed/dated original copy still must be mailed to the address indicated at the top of the recommendation form).
Please draw an “X” through at least five 1-hour time blocks that you would be available for an interview. Yellow indicates time block is unavailable for interviews on that day.

<table>
<thead>
<tr>
<th>Time Block</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>No Interviews Past 2:30 pm</td>
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