

**Office/Department:** Office of Student Accountability and Restorative Practices – Substance Education

**Director:** Wendy Lushbaugh

**Mission Statement:**

We support JMU's mission by developing and upholding university standards with cooperation from students, faculty, and partners in order to promote accountability, student development, and the restoration of the individual and the community.

**Functional areas included in this office/department:**

1. Facilitation of administrative case reviews.
2. Promotion of student growth and learning through motivational interview based one on one conversations and supervision.
3. Evaluation of student need for sanctioned program intervention and community need for restoration.
4. Facilitation of sanctioned program interventions.
5. Oversight of Accountability Board processes.
6. Partnership with campus stakeholders in decision making and training opportunities
7. Participation in assessment, research, and evaluation of current and best practices.
8. Coordination of outreach events such as the fall open house and volunteer appreciation banquet
9. Recruitment, training and supervision of undergraduate student staff

**1. Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**

- Conducting administrative case reviews with students charged with policy violations
- Facilitating educational programs for sanctioned
- Overseeing Accountability Board case reviews and appeals for students rejecting administrative decisions
- Recruiting, training and supervising undergraduate student staff (Substance Education Program Assistants)
- Participating in divisional, departmental, and office meetings/professional development
- Participating in departmental committees and projects including:
  - Researching and implementing best practices in substance education
  - Participating in policy development and dissemination
  - Assisting with the development of the student handbook
  - Participating in office planning and assessment
- Coordinating outreach and staff recognition
- Receiving training on legal issues in student affairs

**2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**

- Transtheoretical Model of Behavior Change
- Motivational Interviewing
- Perry & Kohlberg – Cognitive Development Theory
- Chickering & Reisser – Vectors of Student Development
- King & Kitchener – Moral & Ethical Development
- Astin – Involvement Theory
- Zehr – Restorative Justice & Restorative Practices

**3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**

- Participating in a special projects assessment committee for the office which may include:
  - Analyzing and implementing current assessment tools
  - Researching and designing new assessment tools
  - Evaluating goals and objectives of current programs
  - Writing goals and objectives for new programs
  - Creating constructs for new areas of assessment in the Office of Student Accountability and Restorative Practices

**4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Facilitator evaluations from students in sanctioned programs
- Individual bi-weekly meetings with supervisees
- Individual weekly meetings with supervisor
- Individual monthly meetings with director
- Formal evaluations with supervisor each semester
- Weekly case administrator meetings and departmental meetings

**5. Specific expectations of students assigned to this site include:**

- Maintaining confidentiality, including student records and privileged information discussed in the office
- Updating case files and student records accurately
- Upholding office professionalism standards
- Establishing and maintaining office hours, including evening Accountability Board coverage (up to twice a week when necessary)
- Attending required trainings, meetings, workshops, and staff development
- Facilitating sanctioned programs, including evening programming
- Completing assigned projects

For more information on our office and the Substance Education Programs, please visit our website at <https://www.jmu.edu/osarp>

**Contact Person**

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