

Office/Department: Office of Student Accountability and Restorative Practices (OSARP) – Restorative Practices unit

Director: Wendy Lushbaugh

Mission Statement:

We facilitate student development and restoration through a fair process that holds students accountable to community and university standards in order to support student and community success.

Functional areas included in this office/department:

- Case Management
- Sanctioned Program Facilitation
- Restorative Practices
- Emergency Response
- Outreach
- Mentoring

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 alleged to have violated university policy
- Coordinating and facilitating OSARP programs, sanctions, and other process outcomes, occasionally in the evening
- Serving as a key staff related to Restorative Practices tasks
 - Conducting one-on-one intake meetings with participants, including sanctioned students and deciding appropriate restorative outcomes
 - Co-facilitating circle processes, facilitated dialogues, and conferencing processes
 - Facilitating the Conversations About Conflict program
 - Assisting with scheduling intakes, email correspondences, and the management of electronic documents
 - Maintaining an organized system of all Restorative Practices files, folders, and program forms
- Assisting in researching, assessing, and improving the Restorative Practices programs including:
 - Assisting with the marketing, promotion, and creation of publications for the Restorative Practices unit.
 - Conducting research relating to best practices for implementing Restorative Justice techniques on a college campus, and tailoring it to fit JMU's needs
 - Assisting in the recruitment, training, and development of Restorative Practices volunteer facilitators and community representations
- Providing administrative oversight of Accountability Board Case Reviews and/or Appeal Reviews
- Recruiting, training and supervising undergraduate student staff (Restorative Practices Program Assistant)
- Participating in divisional, departmental, and office meetings/professional development
- Receiving training on legal issues in student affairs as it relates to conduct
- Partnering with staff, to assist with OSARP outreach events and marketing materials.

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

- Perry & Kohlberg – Cognitive Development Theory
- Chickering & Reisser – Vectors of Student Development

- King & Kitchener – Moral & Ethical Development
- Astin – Involvement Theory
- Zehr – Restorative Justice & Restorative Practices
- Ryff – Psychological Well-being Model
- Henriques – Nested Model of Well-being

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

- When available, collaborating on special assessment-related projects 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:

- Individual routine meetings with supervisees
- Individual weekly meetings with supervisor
- Individual semesterly meetings with director
- Participating in the evaluation process, including the development of a learning contract and semesterly evaluations

Specific expectations of students assigned to this site include:

- Demonstrating a commitment to OSARP, its mission and its outcomes, as well as to the University, community, and Student Affairs values
- Participating as an active member of the administrative staff in OSARP, including attendance at weekly staff meetings, weekly case administrator meetings & bi-semesterly All Staff meetings, participation in staff training and maintaining approximately 20 hours of work per week
- 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 commitments (program facilitation and Accountability Board coverage)
- Attending required trainings, meetings, workshops, and staff development
- Facilitating sanctioned programs, including evening programming
- Providing quality customer service to students, parents, staff, faculty, police, and other constituents.
- Completing assigned projects

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

Contact Person

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