Loyola University Chicago

Magis Program

Program Handbook

Magis Handbook Contents

Program Mission and Description	3
About the Handbook	3
Magisis Catholic and Jesuit	4
The Values of JVC Magis	4
Social Justice	4
Spirituality	4
Community	5
Sustainable Living	7
Spirituality & Formation Components	8
Retreats	8
Retreat Schedule	8
Anti-Racism Training	8
Reflection Days	8
Community Reflection	8
Magis Policies	9
Professional Expectations	9
Program Calendar	9
Program Deadlines/Events	9
Transportation	10
Grievance Procedure	10
Other Important Information	11
Internships/Field Placements	11
Social work internships in JVC Magis	11
Classes	12
Dismissal from the MagisProgram	13
Voluntary Withdrawal from the MagisProgram	14
Health Insurance	15
Salary	15
Program Expenses	15
Books	15
Term of Service	16
Non-Discrimination	16
Emergencies	16
	2

Evaluations	17
Program Participation	17
Your Magis Experience	17

Program Mission and Description

The term Magis is a key element of Jesuit Spirituality, inviting us to do more and to become more. Any person interested in pursuing a Master's degree in Social work or Divinity, from Loyola University Chicago, may apply for this formation program.

* For more on program entry requirements see the program application located on the program webpage, www.luc.edu/jvcmagis.

Magis Provides a unique opportunity to live out Jesuit ideals. and embody the Jesuit ideal of being people with and for others.

The essence of Magis Can be found in its five values: sustainable living, social justice, community, spirituality, and anti-racism. Participants of Magis have internships at Catholic agencies and attend classes through a graduate program at Loyola University Chicago. Upon successful completion of the course work, participants earn a master's degree from Loyola. The program provides an excellent opportunity for professional development through the master degrees offered and the work done at the various placement sites.

• A master's degree in one of the following areas is offered by Loyola University Chicago while participating in the Magis Program: social work, & divinity. (Dual degree programs are not offered through JVC Magis;) This is offered as a full scholarship opportunity for all participating members

Magis Participants have an opportunity to live in community. Community life provides opportunities for professional support, personal growth, and spiritual development. Participants live in housing located by the Magisprogram participants and are responsible for rent, utilities, and related costs.

An active exploration of spirituality is another aspect of JVC Magis. Participants have the opportunity to share their own journeys in community and to encourage the spiritual development of each member.

The formation is intended to be a holistic process - encouraging intellectual, social, emotional, physical, spiritual, ethical, and moral growth.

About the Handbook

The Magis Handbook serves as a guide to a successful experience in JVC Magis. It exists to clarify assumptions regarding a member's participation in the Magis Program.

Members of Magis Agree to respect the values of the program and Loyola University Chicago, and to encourage one another to grow. Magis Participants are representatives of Loyola University Chicago and the agencies in which they work. They are expected to portray themselves in a professional manner at all times.

The guidelines are designed to foster a strong program and a positive community experience. Disregarding the policies and guidelines can result in the loss of program benefits, including tuition remission, and could possibly lead to dismissal from the program.

Magisis Catholic and Jesuit

Magis strives to be inclusive of all faith traditions and to promote the development of diverse spiritual identities. Rooted in Catholic and Jesuit traditions, many program elements build and expand on these practices. We ask all members to be respectful and considerate of each other's spirituality.

The Jesuit tradition involves searching inward as well as outward. It highlights a commitment to social justice, spiritual practice, and compassion towards others. Ultimately, it means, as Saint Ignatius taught, "seeking God in all things" and living a life reflective of the glory of God.

Jesuit education asks us to take risks, to search beyond our fears, to take courage and to go where we have not yet gone.

The Values of JVC Magis

Social Justice

Magis Participants commit to taking an active part in the exploration of issues of social justice. This invitation to justice finds its roots in the dignity of all people and the awareness of intersecting privileges and identities.

Magis Participants work with others who are dedicated to providing for the physical and spiritual needs basic to human dignity. Participants also work for peace and justice by critically examining the root causes of injustice and by becoming aware of how our privileges, attitudes, and behaviors impact others. We are invited to challenge and actively combat the attitudes and structures that create and perpetuate poverty, racism, injustice, white supremacy, and waste of the earth's resources. This work is begun through continued self-examination, and intentional conversations.

Spirituality

The Magis Experience is an opportunity for participants to deepen their spiritual lives, both individually and communally, building upon their prior experiences.

Ignatius Loyola, the founder of the Society of Jesus (the Jesuits), believed that spirituality involves people's human experience of God and their response to God's calling. In his own response to that call, Ignatius moved prayer and contemplation out of the monastery and into everyday life. Thus, in the tradition of Ignatius, Magis participants live as contemplatives in action - People who are committed to integrating their faith and spirituality with their work for justice.

As contemplatives in action, Magis participants are invited to change the attitudes and structures that create poverty, racism, perpetuate injustice, white supremacy, and waste of the earth's

resources. The participants take time to reflect on the pain, the brokenness, and the joy they find in the people they work with as well as in themselves. This journey is part of a lifelong process that is comforting and unsettling, joyful and painful.

Community

Being intentional about what it means to be community is an essential element of community in the Magis Program. While community may involve the myriad details and practical matters that come with sharing a home, there is more to building community than "sharing a roof and a refrigerator." Building community requires time, effort, compromise, and a willingness to communicate. Magis Communities are places to share and to grow, to support and to be supported. Participants have an opportunity to live in a shared living community, but that is not a requirement to be in the program.

Community Statement

As a community who do we want to be this year?

Who do we want to be as a community in the areas of...

Graduate students

- Give grace to the fact that papers are hard! We will all be freaking out at different points, so let's ride that wave together.
- Grad school assignments (papers ah!!) shift our focus, sometimes away from community
 -- and that's okay. Asking for what we need (i.e. can we have a hard cut off for community night because I have a paper due) for all of us to succeed as students.
- Supporting each other to do our best grad school is hard! Have trauma informed-lens toward one another and our stress.
- Recognizing that covid makes grad school extra challenging -- apartment as library, classroom, etc. can be mentally challenging. Support each other in the time of stress and being able to ask for what we need (space, quiet, etc.)
- Celebrate our accomplishments!
- Done is better than perfect:)

Intentional community living

- Create an environment that fosters space for conversation around the values -- around antiracism, what social justice means, etc. Cultivate space for these to evolve and invite the resources we bring as individual strengths.
- Recognizing that our individual actions affect others -- holding space for how we each
 come to the community and responding to each other well even when we are not our
 best selves.
- Open to vulnerability and allowing community to support us
- Continual openness to conversation -- telling others what we need! Hold the capacity to engage in conversation and listening -- be willing to talk and be talked to. People are pretty understanding when we communicate!
- Let each other in when we feel comfortable. Acknowledge when we don't have emotional bandwidth, but when we do, foster connection

- Showing each other grace and trusting our intentions of love and community
- Honor our interconnectedness -- in all its manifestations

People committed to anti-racism and dismantling white supremacy

- Dedicate one community night a month to antiracism work -- how are we honoring this work in the space? Honor our capacity going in -- sometimes we may be learning, documentary, etc, could be more reflective, meditiative
- Recognizing that we all have "behind the scenes" learning and unlearning happening individually and communally. Take this into account as we move forward together!
- Continue to have open (formal, informal, impromptu) conversations around antiracism. In consideration with emotional capacity, and inviting each other's perspectives to help inform our own. Let dismantling white supremacy permeate all aspects of our lives.
- When we make purchases or go out to eat, strive to from BIPOC-owned businesses
- Continuing our monthly donations to nonprofits and community groups that focus on the BIPOC community
- Acknowledge that we are NOT an all-white community. Be mindful of the space we each take up in relation to one another.

Spiritual formation

- Incorporate spirituality more into our community nights -- how does spirituality fit into our fun and community time?
- Sharing our own spiritual languages with each other -- whether community night or not! Inviting each other into that space to recognize our sacredness.
- Allow spirituality to integrate into our environment as it feels right to people -- not forced, honoring the different spaces we are in
- Thinking of spirituality as "what grounds us?" creative ways of being spiritual
- Openness and grace towards each other for wherever we are at
- Freedom to hold each other in our imperfection! We are not perfect, we are created, flawed humans on a journey together. This is the place to get it wrong.

People living sustainably

- How do we sustain ourselves personally in relationships and the ways we live?
 Resources? How do we bring this into our community?
- Identifying our needs (and voicing them!) is important to creating a sustainable home and life. Recognize needs and how those needs are interconnected with others. How do we meet each other's needs? Start with communication
- Needs are not wrong or invalid, they just are! Fostering openness to each other's needs and communication about how we can meet them.
- Stating needs requires us to center ourselves, which is hard! Supporting and empowering each other to be centered for a bit. This is a safe place to do that, even if it's vulnerable:) How can we manifest the best you!
- Look into composting as a community!

People committed to social justice

- Commit to decentering whiteness (in our home, in our jobs)
- Social justice is connected to all we do -- we are committed to justice in our jobs, striving for justice through our degree programs. Honor the different ways justice (and injustice) manifest in these areas and share with one another for collective learning.
- Explore what social justice looks like in our area -- specifically Little Italy/ 28th ward. What are our community's strengths? What does getting involved with Little Italy mutual aid look like?
- See how we can get involved with the movement and protests

Sustainable Living

Magis Invites each participant to live a sustainable, reflective lifestyle and to be intentional about the use of money, time, and material possessions. Sustainable living can be seen as an opportunity to practice presence to others in our lives, a means of reducing our impact on the globe, and counteracting prevailing narratives of overconsumption. By living sustainably we strive to remove those obstacles that inhibit our closeness to God and others.

A commitment to live a sustainable lifestyle involves focusing on people - others as well as ourselves - and on basic needs. By working with people who may have different immediate needs, participants become more aware of the basic needs that are not met for many and of overconsumption by others. A sustainable lifestyle is a living expression of a commitment to a just world where all people's needs are met.

Living sustainably is an individual, communal, and global challenge that continues long after JVC Magis.

Anti-Racism

The Magis Program and its participants are committed to analyzing policies, structures, and procedures that maintain and encourage white privilege. This work begins with the individuals in the program which then helps us to extend to our program, the university and the agencies in which we work.

- The program has committed to the following as a beginning on the work of Anti Racism:
 - o All new members attend a two and half day anti-racism training.
 - All members include a section on their own personal commitment to anti-racism in their personal statement.
 - o Communities include a session on their commitment to anti-racism in their community covenant.
 - The fall retreat includes a personal, communal and program evaluation on our anti-racism work.
 - o In the spring a day of reflection is offered to further our exploration and training in anti-racism.

o Communities are encouraged to take their own ownership of anti-racism work through community nights, personal/group activism, and critical evaluation of Magis Programs policies.

This work is ongoing, and is ever evolving.

Spirituality & Formation Components

Retreats

Magis Participants attend directed and themed retreats in the Chicago area.

Retreat Schedule

August - orientation/retreat for Magis Participants

Fall – Magis community retreat, includes anti-racism, dismantling white supremacy evaluation

January – Theme retreat

Spring - Theme retreat

Anti-Racism Training

All new members of the Magi Program attend an introductory anti-racism training offered by Chicago ROAR, Chicago Regional Organizing for Anti Racism (CROAR). This is usually early in the Fall semester.

Reflection Days

Two times a year, the Magis Participants gather for days of reflection.

One of these days is dedicated to continued training and conversations around racism and dismantling white supremacy.

Community Cohort Reflection

Magis Participants — meet consistently to reflect on the values of the program. In this way, they learn an important way to express themselves to peers in a safe and encouraging environment while also growing closer as a community.

• **Time with the director.** The director will visit communities for reflection upon request of the community.

Magis Policies

It is not the intention of these guidelines to tell you how to behave in every situation, nor are they to be viewed as a list of "dos" and "don'ts". Rather, the policies described herein are meant to clarify any assumptions you may have regarding your participation in JVC Magis.

A noteworthy reality is that as a member of Magis You represent Loyola University Chicago and the agency in which you work. In that regard, you are a public person and must conduct yourself in a professional, ethical and moral manner at all times.

Professional Expectations

Magis Participants are expected, at all times, to present themselves to their clients and their communities in the most professional manner. Appropriate boundaries must always be maintained in the volunteer-client relationship. Participants must abide by agency policies as highlighted in their agency's handbook. Failure to abide by said guidelines may result in a participant's dismissal from JVC Magis.

Program Calendar

All participants receive a program calendar. All events on the calendar are mandatory. If a participant may need to miss a scheduled event, the procedure that follows is to be utilized.

At times it may be necessary to change the date of a scheduled event. In respect to all participants, when a change is made, Participants are given as much notice as possible. Even though this may be inconvenient, participants may have to change plans in order to attend a Magis Event.

There may be events added to the calendar throughout the year. It will be at the discretion of the director whether these events are mandatory.

Program Deadlines/Events

It is imperative that all deadlines are met. If a deadline will not be met, for any reason, it is the responsibility of the participant to contact the director in writing well in advance, a minimum of two weeks, to:

- State the reason why the deadline will not be met
- Ask permission for an extension
- Outline the plan for getting required information turned in

The same is true for scheduled events. If there is a conflict with a scheduled event, for any reason, it is the responsibility of the participant to contact the director in writing well in advance, a minimum of two weeks, to:

- State the reason why attendance at the event is a challenge
- Ask permission to be excused from the event
- Outline the plan for making up the event if necessary

Following this procedure does not mean that permission to miss an event will be granted.

Any activities to be made up must be completed within one month of the originally scheduled date of the event. A one-page summary of the make-up event will be submitted to the director.

Personal Statements

Annually, all members write a personal statement. The statement follows this format:

Who do I want to be in the coming year as a

- Graduate Student
- Community member
- In my spiritual formation
- As a person living sustainably
- As a person committed to social justice
- As a person committed to anti-racism and dismantling white supremacy

This is generally at least a full page. You can write in paragraphs, bullet points or statements/phrases. (We use these during orientation)

Transportation

All transportation expenses are the responsibility of the participants. (Public transportation and/or expenses related to owning a car.) This includes a semester fee for a U Pass. When enrolled full time, students will be automatically billed for a U Pass. Participants are responsible for the payment of the U Pass. Participants may have a lengthy commute to/from their service site.

Grievance Procedure

At times, a Magis Member may have problems, concerns, or grievances connected with their community life, or with the program in general. The following procedure has been developed for consideration of a Magis Members grievance. A Magismember should proceed in the following manner:

- Present the problem to the Director, either orally or in writing. The Director will give it prompt attention and make a decision within a reasonable amount of time. All decisions made by the director are final
- If the grievance is with the MagisDirector if possible address the director. If the issue is not resolved the Magis Member should contact the Dean of the School of Education.
- The Dean *may* wish to schedule a meeting with the Magis Member to discuss the issue(s).
- The Dean will consider the problem and make a decision within a reasonable amount of time.
- The Dean's decision is final.

Other Important Information

Internships/Field Placements

The SOSW and the IPS require all students to complete an internship/field placement. These graduate schools offer a variety of non-paid options in a variety of settings. The Magis program, however, requires its members to complete their internship/field placement at a Catholic Agency.

Upon entry into the program the Magis Program facilitates matching participants with Catholic Agencies offering paid internships. These opportunities are often limited and not every member may have a paid internship. The work done at this paid internship site is also considered the internship/field placement. Participants are considered paid interns/employees/independent contractors, for the agencies in which they are employed.

In the event that an agency considers you an independent contractor, taxes will not be withheld from your payment. The following year you will receive a 1099 and must file and pay the taxes that were not withheld. Participants considered employees of the agency will have the appropriate taxes withheld and will receive a W2 the following year.

If a member chooses not to renew their contract for a paid internship with their initial agency, or loses that internship position, they can work with the SOSW/IPS to find an appropriate social work/IPS placement at a Catholic agency to complete their internship/field placement requirement.

Personal expenses are the responsibility of the member so additional arrangements would need to be made to be able to pay for personal expenses.

Social work internships in JVC Magis

Year 1 – the participant enrolls in their Level I internship. The participant conducts general social work activities as part of their work activities and level I internship requirements. Weekly supervision begins in the first year.

Year 2 – the participant does not enroll in an internship at LUC. During the second year the participant continues the work they have been doing during their first year. During year two the participant works with the placement staff to put into place anything needed to meet the Level II clinical requirement in year three.

Year 3 – the participant remains at their placement site but transitions into more clinical work at the site. Weekly supervision, generally offsite, continues this year.

This type of training is approved by the SOSW at LUC. However, this does differ from the experience of most of the SOSW students at LUC.

If you are interested in a social work degree, and the above training is appealing to you, the Magis May just be the program for you.

SOSW students will explore two tracks of study;

- 1) Clinical
 - a. There are many different tracks in the clinical area. The one that fits best with our placement sites is children and families.

- b. Please keep this in mind when deciding which clinical area you want to explore; the requirements of that area must be able to be fulfilled at your mission site. The program cannot move you to another site to fulfil internship requirements. All requirements must be met at your missioned site. This does narrow down the areas of specialty you may pursue in the clinical track.
- 2) Leadership and development
 - a. Our sites are not structured to fulfil the requirements of this track. If you are interested in this track you can speak with your advisor, at the SOSW, to find out about the specific requirements. You could then explore with your site the possibilities of meeting those requirements. However, the site is not required to revise your internship description to meet the requirements of this area. We have only had one student in the history of Magis that was able to fulfill the requirements for this track at their mission site.

Advanced standing status social work students.

If you have an undergrad degree in social work you would enter the MSW program as an advanced standing student. It would only take you two years to complete your master's degree program. Most Magis Participants—are not in this category. Therefore, our partners have come to expect that when they hire a social work student, from the Magis Program, the student will be with them for three years. Many of our partner sites are looking for three-year social work students. The program has accepted and placed advanced standing students in the past. Whether the program can do this is dependent on the partner agencies and the needs/desires of the agencies for that year. If you are in this category, please contact the director prior to applying to determine if this can be a fit for the placement agencies.

Classes

Participants are allowed to take 18 hours a year, six hours a semester. If for any reason this will not be the case, special permission must be granted by the director. (This is usually the case for social work and divinity students.)

Magis Only commits to pay for 18 hours a year. Approval for more than that will depend upon available funds. (Social work and Divinity generally need to take more than 18 hours a year. This is allowed by the program.)

*Any prerequisite classes are the responsibility of the student and are not covered by the Magis Program.

School of Social Work Students may need to take a prerequisite statistics course. Prerequisites are not covered by the scholarship so you will need to make arrangements to register and pay for that course. This is generally an online course and the cost is about \$550.

Participants will submit to the director, annually, their class load, by semester, for the upcoming year. This will be used to budget scholarship funds. Therefore, careful planning must occur before making this submission. Once the budget is finalized changes cannot be made. The program is not responsible for covering course expenses that have not been submitted to the program director.

It is important to check with your academic advisor to see if there are any fees that are associated with specific classes, which are not in keeping with the usual course fees. (For

example, IPS students do not register for their integration project, however, there is a fee associated with that final project.)

In order to maintain student status, and receive a monthly stipend payment from Loyola University Chicago, Participants — must enroll in classes every semester during their time in the Magis Program.

School of Social Work students

MagisSocial Work students enroll in internship coursework during their first and third years of the Magi Program. Students would enroll in SWFI 530 (0.5 credit), SWFI 530s (1 credit) in the Fall semester SWFI 531 (0.5 credit) in the Spring semester of their first year. Then students would enroll in SWFI 630 (1 credit) and SWFI 630s (2 credit) in the Fall semester and SWFI 631 (1 credit) in the Spring semester of their third year.

Dismissal from the MagisProgram

A Magis Participant may be dismissed from the program for one or more of the following reasons:

- Conducting oneself in a manner deemed as morally or ethically offensive
- Disregard or the violation of Loyola University Chicago policies.
- Disregard or the violation of employment agency.
- Demonstrating a pattern of failure at the apostolic site
- The inability to live cooperatively with other Magis Participants
- Disregarding the policies/procedures of the program
- Having any serious physical or emotional problems.
- Earning two or more "C's throughout the coursework
- Decision by the Magisdirector that the participant is not upholding/observing the policies of Magis As outlined in this handbook.
- This list is not exhaustive. There may be other reasons for program dismissal

Any participant who is dismissed from their site may also be dismissed from the Magis Program and his/her Master's degree program.

In the event that a participant is dismissed from the program, the participant understands that the program has incurred a large number of expenses on their behalf, and is thereby responsible for reimbursing the Magis Program at Loyola University Chicago for the following costs:

Tuition and university fees

The site may choose to discontinue the Participants' participation if they are no longer in the program. In the event that a participant is dismissed from the site in which he/she is serving, the participant understands that the site has incurred a large number of expenses on their behalf, and is thereby responsible for any contractual agreements with the site and these will have to be met by the participants.

The participant will also be responsible for expenses that impact his/her shared community.

• Participants are responsible for payments due as relates to the signed housing lease.

Voluntary Withdrawal from the MagisProgram

If Magis Participants determine that they wish to withdraw from the program, they are to consult immediately with the Magis Director.

When facing the issue of withdrawal from the program, Magis Participants understand that they will be responsible for any related Magis Program fees and costs that the university incurred during the Participants 'participation in the program.

Magis Participants who are facing the issue of voluntary withdrawal from the Magis Program should follow these steps:

- Immediately schedule an appointment with the Magis Director.
- Discuss your situation with the Magis Director, and provide reasons behind your decision.
- Working with the director creates a plan to help address the reasons for wanting to leave.
- Meet with the director weekly to discuss the plan and progress.
- If after six weeks program continuation is not a possibility, the participant must submit a letter of resignation to the MagisDirector.
- Following the appointment with the Magis Director, the participant must prepare and submit a transition plan to the site supervisor and Magis Director. The plan must include at least one month of work to give the site time to make arrangements for a replacement.
- The participant must submit a letter of resignation to the site administrator where they work.

Magis Participants who decide to leave the program should understand that they have signed contracts with Loyola University Chicago, the placement site, and shared housing. The burden is placed on the participant to resolve contract matters with each party involved.

When Participants voluntarily withdraw from the program at any time during their two/three years of service, they will be held responsible for reimbursing Loyola University Chicago for the following costs:

• Tuition and university fees

All contractual agreements between the participant and placement site must be met by the participant. The site, however, may choose to discontinue the participant's participation if the student is no longer in the Magis Program. The student must meet with the MagisDirector and the site administrator to determine the course of action (i.e., to determine effective withdrawal date and to review the requirements of the contract, if the agency has an additional contractual agreement with the participants.)

• Participants are responsible for payments due as relates to the signed housing lease.

Health Insurance

Magis Participants are provided with health insurance beginning August 1st of the participant's first year in the program and ending July 31st of the final year in the program. If a participant leaves Magisearly for any reason, health benefits, if begun, will continue through July of the year in which the termination occurs.

Staying on your parent's insurance, if preferred, is allowable. Please let the director know at acceptance if this will be the case.

The annual premium is paid for by the program. All other medical expenses; co pays, deductibles etc. are the responsibility of the participant.

Students are encouraged to utilize the Loyola University Chicago Wellness Center. Most services only require a minimal fee for use. When using the Wellness Center in the summer, in addition to the fee for services, students are required to pay a student activity fee which ranges from \$40.00 to \$80.00.

Salary

Magis Participants with paid internships are paid interns at their internship site. Time required to work and payment are determined by each agency. It is important to discuss these details prior to, during and after your agency interview. Getting as much information about and from the agency about the position are helpful when deciding to accept their offer.

Program Expenses

The Magis scholarship covers tuition and fees for classes that are required to complete the graduate degree. In order for a course to be covered by the scholarship it must also be billed as tuition through your LOCUS account. Fees covered are: technology free, student development fee, Social work field fee, matriculation fee. (several IPS courses are 0 credit but have an associated fee).

Participants do receive \$100 of "rambler bucks". These funds are loaded on the participant's ID card in the Fall and is the responsibility of the student.

Participants are responsible for paying their graduation application fee. And any other graduation related fees. i.e. Gap and gown.

New Participants should be prepared to pay rent and utilities beginning in July/August. This is generally around \$500.

When full time, students receive a UPass from the university. This is billed to the student account and is the responsibility of the student.

Books

Books are not a part of the scholarship. The purchase of books, by the program, is dependent on the securing of outside funds to cover this cost.

Check with the program director to see if books will be covered for the academic year.

When books are purchased they are purchased under these conditions:

- The books are required for classes related to degree completion.
- The books are available via the book store or Amazon.

If a book is needed, and it is not available through the bookstore or Amazon, the purchase of that book would be the responsibility of the participant.

In the event that books are not available via the bookstore, each participant can send to the program director the books needed by sending the actual amazon link.

Planning is important. The director may not always be able to get to this task on the day you send the link.

Term of Service

Magis Participants commit themselves to two/three years of service. The commitment begins on the first day the Magis Participant reports to orientation, usually mid-August, and ends in mid-August of their year of graduation.

During the term of service Magis Members are expected to participate fully in all aspects of Magislife.

Non-Discrimination

Magisdoes not discriminate in program admission, and during a participant's time in the program, based on religion, race, color, sex, age, sexual orientation, gender, gender identity or expression, national origin, disability or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of JVC Magis, or any bona fide occupational qualifications.

Emergencies

It is especially important that Magis Participants contact the Magi Director immediately if there is any emergency or accident involving a Magis Participant. This includes medical or programmatic emergencies.

In order to fully support Participants, it is important that the Director be made aware of any difficulties a member may be having with their academic work, ministry placement or the spiritual formation program.

Evaluations

Participants have the opportunity to complete an evaluation after each program event.

Program Participation

Magis Participants are expected to actively participate in all aspects of JVC Magis, including, training, in-service, responsibilities related to placement service and all community activities.

All Participants — will be provided with a program calendar. All Magis Events listed on the calendar are considered mandatory. At times it may be necessary to change the date of a scheduled event. In respect to all participants, when a change is made, participants — are given as much notice as possible. Even though this may be inconvenient, Participants — may have to change plans in order to attend a Magis Event. There may be events added to the calendar throughout the year. It will be at the discretion of the director whether these events are mandatory.

Your Magis Experience

The above guidelines and policies, especially those regarding professionalism, community and spirituality, are designed to give you a framework upon which you can build your Magis Experience. Following, or not following these guidelines, is not a guarantee that you will have the experience that you are expecting. It is your responsibility to utilize these guidelines to help create your experience. Your experience of service, community and spirituality, with the support of the program, is up to you.