Loyola University Chicago
Magis Program
Program Handbook
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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 Magis program 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. 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.

**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 over-consumption 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:
  - 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.
  - 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.
  - In the spring a day of reflection is offered to further our exploration and training in anti-racism.
  - 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.

Failure to fully participate in scheduled events may result in the loss of scholarship funds as well as dismissal from the program.

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.

**Scholarship requirements Attendance Policy**

To receive the full Magis/Mission Scholarship a participant must complete their internships/field placements at a Catholic Agency and attend all mandatory Magis events.

All Magis events are mandatory, and attendance is required to receive the full Magis/Mission Scholarship.

Failure to attend all mandatory events will result in the participant not receiving the full scholarship.

When an event is missed, the participant is not eligible to receive scholarship funds equal to three credit hours of tuition.

If there is an extreme circumstance that conflicts with a mandatory event, a participant may petition for an exception to attendance. The exception will be taken under advisement by the program director and advisory committee.

No more than one exception may be granted per academic year.

Magis formation events, which include:
Orientation
Fall Day of Reflection
Fall Retreat
Winter Retreat
Spring Day of Reflection
Spring Retreat

**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**

Transportation to/from all Magis related events is the responsibility of the participant. (to/from class, field site, retreats, days of reflection, trainings, etc.).

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 the program in general. The following procedure has been developed for consideration of a Magis Member's grievance. A Magis member 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 Magis Director if possible address the director. If the issue is not resolved the Magis Member should contact the Director of the Greeley Center for Catholic Education.

- The Greeley Center Director may wish to schedule a meeting with the Magis Member to discuss the issue(s).
• The Greeley Center Director will consider the problem and make a decision within a reasonable amount of time.

• The Greeley Center Director’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.

Classes

*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, by May 1, 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.)

**Dismissal from the Magis Program**

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.
- Disregarding the policies/procedures of the program.
- Failure to comply with the requirements of the degree program.
- Decision by the Magis director 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.

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

**Voluntary Withdrawal from the Magis Program**

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 Magis Director.
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

**Health Insurance**

Your medical insurance will be through the University, begins August 1, and runs for a full year.

Loyola’s student health insurance provider for the academic year is United Healthcare Student Resources. Students may visit the plan website at [www.uhcsr.com/luc](http://www.uhcsr.com/luc) to view a full plan description, plan benefits, exclusions, limitations, and terms of coverage.

[https://www.luc.edu/bursar/insurance](https://www.luc.edu/bursar/insurance)

Your award also includes dental insurance through Delta Dental. For more information you can visit,[https://www.luc.edu/bursar/Student_Dental_Insur.shtml](https://www.luc.edu/bursar/Student_Dental_Insur.shtml)

If you are not planning to be enrolled in the insurance plan, you do need to waive out. All full time graduate students are automatically enrolled and billed for the insurance. If you are not planning to use the insurance, and do not waive out, you will be charged for it.

**Waive Out of Loyola's Student Health Insurance:**

If you have your own insurance already or are covered under your parent’s plan, you may waive out of Loyola’s Student Health Insurance by providing proof of other coverage.

1. Log into LOCUS and select “Financial Account,” then “Student Health Insurance.”
2. Select the “Waive out” button and submit your insurance information.
3. The insurance fee will be credited to your student account within 48 hours. Please check the “Account Summary by Term” screen under “Financial Account” in LOCUS to see this credit.
4. You may not be able to waive out for the next academic year just yet, so you may need to keep checking back.

**Fast Track into Loyola’s Student Health Insurance**

To enroll in Loyola’s Health Insurance (since you will already have the insurance charge on your student account), it is highly recommended that you take the following action:

1. Log into LOCUS and select “Financial Account”
2. Select “Student Health Insurance”
3. Click on the “Fast Track” button and follow the prompts
Fast tracking confirms that you have accepted Loyola’s student health insurance coverage, activates your enrollment into the plan, and allows an insurance card to be generated within 7–10 business days.

In an effort to go green, insurance cards are not mailed. You will receive an email from notifications@uhcsr.com with instructions on how to create an account at UHCSR and retrieve your insurance card, when available.

It is too early to do this now. Please do this starting on July 20 and be sure to complete this by July 24.

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

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

Transportation to/from all Magis related events is the responsibility of the participant. (to/from class, field site, retreats, days of reflection, trainings, etc.).

If you apply for a loan or scholarship that will go through LUC it is necessary to contact the bursar’s office. Loans/scholarships are often applied to any unpaid balance on your account. This is often not the intention of the student since you receive the Magis Scholarship. Since the scholarship is paid on a different schedule, it is often possible that your account shows an unpaid balance.

Contact the bursar’s office, let them know you are going to get an additional loan/scholarship and you do not want it applied to your unpaid LUC balance.

Unless you have changes on your account that are not covered by the Magis Scholarship. You would indicate to the bursar, which charges, if any, you wanted charged against your scholarship/loan. If there are no charges for that loan/scholarship, the money is then sent to you, which is often why our students apply for a loan or scholarship.

Books
**Books**

We get books via the bookstore. In the event they are not available in the bookstore, we get them via amazon.

To get a book via Amazon, send me the Amazon link for the book, and your home address, and I will have it sent to you.

You can get books directly from the bookstore. Give them your name, students ID and let them know you get books under this account: Lee Hubbell Book Account.

You can also purchase books from the bookstore online.

Follow these steps:

1. Add items to their cart, either through LOCUS or directly from the website [www.LoyolaCHIshop.com](http://www.LoyolaCHIshop.com).
2. From the site, students can click search by course or student ID (student ID preferred). For each term, campus will be wherever your class is. If you class is at the Roger’s Park Campus, then the campus will be Roger’s Park. If your class is at the Water Tower Campus the campus will be WTC.
3. Once all items have been added to cart, they can “Checkout.”
4. At checkout, they will be prompted to continue as a guest or sign in/create account. Students MUST sign in/create account to use the” Lee Hubbell Book Account,” then continue.
5. At “Payment Method,” they should select Financial Aid, enter their student ID number, and click “Find Accounts.” The Lee Hubbell Book Account should appear with that student’s available balance.
6. Read and agree to the Financial Aid Terms & Conditions, then click “Pay with This.”
7. Place order.

NOTE: This account restricts non-textbook items. Also, students are responsible for purchasing items required for classes in the current semester for which they registered. If a student’s available funds is not enough to cover the cost of their materials, they should contact the bookstore. 1121mgr [1121mgr@follett.com](mailto:1121mgr@follett.com)

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**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

Magis does 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.