



## ***Student Public Policy Forum***

*Empowering Students for Lifelong Civic Engagement and Leadership*

### **WHAT IS SPPF?**

The Student Public Policy Forum (SPPF) is an academic program that provides an overview of local, state and national public policy making along with citizen influence and involvement.

***At its core, SPPF provides practical lessons on how government and the policy making process work.***

A focus is placed on experiential learning and leadership development through engagement in the public policy process.

### **WHY SHOULD I JOIN SPPF?**

Through your participation in SPPF, you will:

- Learn how to work **with** government and the policy making process
- Develop and refine leadership skills
- Gain confidence and interact with public officials at the local, state and federal level

SPPF is also a lot of fun! You will make new friends from each of the ten Maricopa Community Colleges who share your passion for making a positive difference.

### **STUDENT PROFILE**

Students from all backgrounds, majors and experiences are encouraged to apply. We value the unique contribution each student brings to SPPF along with a positive attitude, willingness to learn, and respect for others. Diversity of opinion, political affiliation, age, background and interest makes the SPPF experience that much more valuable for students!

### **APPLICATION PROCESS**

Applications must be submitted to the Maricopa Community Colleges' Center for Excellence in Inclusive Democracy no later than **5:00 p.m. Wednesday, October 9, 2024.**

### **PROGRAM REQUIREMENTS**

Students must meet the following program requirements:

- Maintain a minimum enrollment of six credit hours at the Maricopa Community Colleges during each semester of the 2024-2025 academic year.
- Register for the online SPPF section of POS285 in Spring 2025. This is a closed section specifically for SPPF students, details provided in Fall.
- Have successfully completed English 101 or equivalent by Spring 2025.
- Have a cumulative GPA of 2.5 or above. Students in their first college semester must have a high school GPA or GED equivalency of 2.5 or above.
- Agree to all program guidelines and ground rules.

## **POS285**

In the Spring semester, all participants are required to register for POS285: Political Issues and Public Policy. This 3-credit online course has an SB (social/behavioral) general education designation and is transferable to any of the three Arizona public universities. This class will be for SPPF participants only, section number pending.

## **FEES & EXPENSES**

Program expenses are shared by the student and the Maricopa Community College District.

Travel to Washington, D.C. is still **tentative**. If the trip takes place, the District will pay for costs related to travel to Washington, D.C., including airfare and lodging. Students are required to have or acquire appropriate clothing (business attire) and to pay for incidental expenses (meals, ground transportation, optional activities and personal purchases) in Washington, D.C. Additionally, students are responsible for the registration and tuition costs for POS285 in the Spring 2025 semester.

## **LOCATION & TRANSPORTATION**

Most SPPF activities are scheduled at: Rio Salado Conference Center - 2323 W 14th St, Tempe, AZ 85281. A few sessions will be off-site in community locations. Students are responsible for acquiring transportation to all scheduled SPPF activities.

## **HYBRID/ONLINE PARTICIPATION**

In addition to the in-person sessions, you are expected to be in regular contact with the program staff and your fellow students by using the online resources that will be provided. These include discussion boards, online research, reading assignments, posting assignments and on-line discussions - **in both Fall and Spring semesters**. The SPPF program and POS285 are hybrids, a combination of face-to-face meetings with on-line instruction. It is critical that you check your @maricopa.edu account regularly and access Canvas on a regular basis.

You are not required to purchase any special equipment to participate in the online component of SPPF. If you do not have a computer or internet access at home, free internet access is available at your campus library and computer labs, and at most public libraries. *If you are utilizing any of these options, please make sure to allocate enough time to effectively complete the on-line requirements.*

## **SPPF STAFF CONTACTS:**

- Deanna Villanueva-Saucedo, Associate Vice Chancellor, Center for Excellence in Inclusive Democracy, 480.731.8155, [deanna.villanueva-saucedo@domail.maricopa.edu](mailto:deanna.villanueva-saucedo@domail.maricopa.edu)
- Mike Ho, Paradise Valley Community College, 602.787.7308, [mike.ho@paradisevalley.edu](mailto:mike.ho@paradisevalley.edu)
- Terri Desai, Executive Special Assistant, Policy and Development and Implementation, [terri.desai@domail.maricopa.edu](mailto:terri.desai@domail.maricopa.edu)
- Viola Fuentes, Mesa Community College, [viola.fuentes@mesacc.edu](mailto:viola.fuentes@mesacc.edu)
- Brian Dille, Mesa Community College, 480.461.7065, [brian.dille@mesacc.edu](mailto:brian.dille@mesacc.edu)

## CALENDAR

It is essential that applicants understand the program requirements and commit to participating fully in all program sessions and activities. Any student missing a required activity without prior approval from the faculty advisor will be dropped from SPPF. All in person sessions take place on **Friday** afternoons from **1:00 - 4:00 p.m.** unless otherwise noted.

### FALL 2024

In person sessions (topics and locations subject to change)

**Friday, October 18, 2024** - *Orientation & Overview*

**Friday, October 25, 2024** - *Education in Arizona & Public Speaking*

**Friday, November 1, 2024** - *Arizona Legislature & Parliamentary Procedure*

**Friday, November 8, 2024** - *Arizona Executive & State Budget*

**Friday, November 15, 2024** - *Arizona Courts*

**Friday, November 22, 2024** - *Local Government and Layers of Government*

**Friday, December 6, 2024** - *Deliberation and Crafting Consensus*

### SPRING 2025

In person sessions (topics and locations subject to change)

**Friday, January 17, 2025** - *Federal Topic*

**Friday, January 24, 2025** - *Legislative Visit Preparation*

**Friday, January 31, 2025** - *Arizona State Capitol*

**Friday, February 7, 2025** - *Public Speaking & Federal Topic*

**Friday, February 21, 2025** - *Community Colleges & Local Impact*

**Friday, March 7, 2025** - *Pre-DC/Federal Issue Briefing*

**Tentative: Sunday, March 9 - Wednesday, March 12, 2025** - *Washington, D.C.*

**Friday, March 28, 2025** - *Review of Poster Project, Linked In, Resume*

**Friday, April 5, 2025** - *Poster Review & Graduation*

### Please Note:

*All dates, times, locations, topics are tentative and subject to change.*

*Optional dates for changes – 2/14, 2/28*

## APPLICATION CHECKLIST

Applications must be submitted to Maricopa Community Colleges' Center for Excellence in Inclusive Democracy no later than **5:00 p.m. on Wednesday, October 9, 2024**. Please verify that you have included ALL of the following required items when submitting your application:

- Completed application with each of the following pages, signed:
  - SPPF Declaration of Civility
  - Participation Agreement
  - Calendar Acknowledgement
  - Behavioral Contract
  - Talent Release Form
  - Emergency Contact
- List of Current School and Community Activities - List of any organizations or activities in which you participate, please describe your level of involvement (i.e., roles, responsibilities, time commitment, etc.).
- Personal Goals Statement - In 500 words or less, describe your life, career, educational goals. Tell us what is most important to you, what you hope to accomplish, how you plan on accomplishing your goals and (most importantly) why. There is no right or wrong answer, we are trying to understand what motivates you.
- Reflection Essay - In 500 words or less, describe a challenge facing your community. Why is it important? Explain how you, personally, would make a difference.
- Performance Evaluation
- Copy of your Fall schedule verifying your Maricopa enrollment of at least six credit hours.
- Unofficial transcript verifying a cumulative GPA of 2.5 or above.
- Unofficial transcript verifying successful completion of English 101 or equivalent by Spring 2024.

### GENERAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Academic Program/Major: \_\_\_\_\_

Are you registered to vote? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list your congressional district \_\_\_\_\_ and legislative district \_\_\_\_\_.

Do you require special accommodation for travel, lodging, educational materials or meals?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please attach a brief explanation.

## SPPF DECLARATION OF CIVILITY

We affirm that all members of a learning college ought to be held in mutual respect; that they aspire to achieve and belong as do all people regardless of their title, job classification or degree; that all members of the SPPF community - students, teachers, employees - are engaged in a common endeavor: the creation of an environment dedicated to learning.

We further affirm that the vitality of a learning college depends on a community where dialogues are both honest and civil, where tough questions are raised and we can disagree without being disagreeable. Thus, it is the duty of every member of the community to actively and consciously make this possible, committing each of us to personally uphold the virtues that lead to such a culture and to hold others accountable as well, both privately and publicly. We should all be role models and hold each other to a consistent standard.

To achieve these ends, a behavior, which we call civility, must not only be practiced but form the basis for a new era of respect and trust among the members of this community; for without this capacity - this respect and trust - the goal of becoming a place where learning is cherished will never be achieved. Civility, as we understand it, flows from these basic virtues:

1. **Integrity**, including Honesty, Fairness, Sincerity
2. **Fidelity**, including Faithfulness to the spirit of a learning college and Allegiance to the public trust
3. **Charity**, including Kindness, Caring, Goodwill, Tolerance, Compassion
4. **Responsibility**, including Reliability, Accountability, Trustworthiness
5. **Self-Discipline**, including Acting with reasonable restraint, Not indulging in excessive behavior

Finally, we affirm that these virtues must be modeled first and foremost by those members who wear the mantle of leadership. It must be modeled foremost by the leaders within the student body, faculty, staff and administration because it is to them that the rest of the community looks for direction, for support and for wisdom in our common endeavor to make this a place of learning.

**I affirm that I will abide by this Declaration of Civility.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Credits Due: The SPPF Declaration of Civility and the SPPF Bill of Rights were originally authored by Dr. Terry Calaway for use by Central Arizona College.*

## PARTICIPATION AGREEMENT

I acknowledge with this signature that:

- A. I am committed to the time requirements of the Student Public Policy Forum (SPPF), including:
  - 1. Sixteen 3-hour learning sessions which take place in person.
  - 2. Four-day trip to Washington, D.C. in the Spring semester (eligibility is based, in part, upon successful completion of all SPPF requirements).
  - 3. Individual and/or group assignments which may require up to three hours of work between sessions during the Fall semester and up to six hours of work between sessions during the Spring semester.
- B. I am prepared to fulfill all other obligations of participation in the program, including reading, research, online interaction, and other assignments.
- C. I agree to actively participate during in person sessions and with online discussions and activities.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CALENDAR ACKNOWLEDGEMENT

I acknowledge with this signature that I fully commit to participating in all SPPF in person sessions which take place on Friday afternoons 1:00 - 4:00 p.m. and have scheduled them accordingly.

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**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **STUDENT BEHAVIORAL CONTRACT RULES & RESPONSIBILITIES**

SPPF and its related activities and trips are funded by the Maricopa Community College District. As a District-funded activity, participating individuals are required to abide by the policies and procedures established by the Student Code of Conduct as well as by the Governing Board of the Maricopa Community College District for in-state and out-of-state travel. Participants are also required to follow the policies and procedures set forth by the college, district and organization hosting the event.

### **A. Adherence to Policies and Procedures**

All participating students will be required to adhere to established policies and procedures. The “honor system” will apply to all aspects of the program. This means that you regulate your own behavior and discourage others from actions that violate district policies and procedures as well as this contract.

### **B. Participation in Activities**

All attendees are required to participate in each activity listed on the daily agenda. No deviations to the schedule will be made by students without the approval of their advisor(s). Participants are expected to respect the time and effort of others by being punctual and actively participating in all scheduled activities.

### **C. Use of Drugs/Alcohol**

The use of alcohol and/or illicit drugs is strictly forbidden.

### **D. Behavior**

As students, as well as members and/or officers of a student organization, participants are expected to conduct themselves in a manner which (1) reflects positively on themselves, the club/organization, the college and the district; (2) reflects commitment to integrity in personal, social, and academic involvements and (3) is respectful of others and worthy of respect from others.

### **E. Dress**

Participants are expected to dress appropriately for any and all occasions. Dress code for in person sessions is business casual. Dress code for legislative and congressional visits is business formal.

Any student violating this behavioral contract may be sent home and may be required to reimburse the District for the full cost of the trip. In addition, any student violating this behavioral contract will be subject to further discipline as outlined in the Student Code of Conduct. Officers and athletes may be removed from the student organization or team.

**I have read the above rules and agree to abide by them for the entire duration of SPPF.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## STUDENT EMERGENCY CONTACT FORM - SPPF

Name \_\_\_\_\_ Age \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_ & Email \_\_\_\_\_

Address \_\_\_\_\_

Primary Care Physician \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

Medical Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

History of Diabetes or Epilepsy? Yes \_\_\_\_\_ No \_\_\_\_\_

Allergies to Sulfa, Penicillin? Yes \_\_\_\_\_ No \_\_\_\_\_

Permission to Administer Anesthetic? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any other medical conditions that you would like us to be aware of?

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## TALENT RELEASE FORM

I authorize the Maricopa Community College District, and those acting within its authority, to, at no charge:

- Record my participation, appearance or performance on video tape, audio tape, film, photograph or other medium.
- Use my name, likeness, voice and biographical material in connection with these recordings.
- Copy and distribute the recordings in whole or in part solely for educational purposes by the Maricopa Community College District, and those acting under its authority, as they deem appropriate.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_

## PERFORMANCE EVALUATION

**Applicant/Student:** This form should be given to an instructor or supervisor under whom you have studied or worked, who is able to comment on your qualifications for the Student Public Policy Forum (SPPF).

Student Name: \_\_\_\_\_

**To the Instructor/Supervisor:** Please complete the following information and forward the form to the applicant **or** directly to the SPPF Program Manager (Deanna Villanueva-Saucedo, [deanna.villanueva-saucedo@domail.maricopa.edu](mailto:deanna.villanueva-saucedo@domail.maricopa.edu) / Maricopa Community Colleges, Center for Excellence in Inclusive Democracy, 2411 W 14th St, Tempe, AZ 85281). It is to the applicant's advantage if you also attach additional comments on letterhead to this form. Information about our program may be found online at [www.maricopa.edu/sppf](http://www.maricopa.edu/sppf)

Name of Instructor/Supervisor: \_\_\_\_\_

Campus/Organization: \_\_\_\_\_

How long have you known the applicant and in what capacity?

\_\_\_\_\_

Please rate and comment on the applicant's suitability for representing his/her college to the Student Public Policy Forum for the 2024-25 academic year.

**Rating Key, please evaluate for each Performance Area:**

*1=below average 2=average 3=above average 4=superior, exceeds peers \*=unable to evaluate*

**1. QUALITY OF WORK** \_\_\_\_

How accurate and thorough is the student's work, does it meet acceptable standards for the collegiate level? Are requests and assignments completed as scheduled? Comments:

\_\_\_\_\_

**2. ATTITUDE AND PROFESSIONALISM** \_\_\_\_

Is the individual professional in their behavior? Do they represent the college/organization well? Are they courteous and respectful? Do they demonstrate a positive attitude? Comments:

\_\_\_\_\_

**3. DEPENDABILITY/ATTENDANCE** \_\_\_\_

Is this individual reliable? Do they participate fully in all program components? Do they complete assignments and carry out instructions? How much supervision/intervention is required? Does the applicant notify you when unable to arrive on time or participate? Comments:

\_\_\_\_\_

**4. RELATIONSHIPS WITH PEOPLE** \_\_\_\_\_

Is the individual respectful of others? Do they practice active listening and allow others to share perspectives that may be different than their own? Is the individual able to have disagreements without personalizing them? Does the applicant work effectively with peers? Comments:

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**5. CRITICAL THINKING/REASONING** \_\_\_\_\_

How open is the applicant to learning new ideas and different points of view? Is the applicant able to make comparisons and connections between theory and practice? Does the applicant demonstrate critical thinking? Comments:

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**6. CAPACITY** \_\_\_\_\_

Given the applicant's current activities and class schedule, is the student able to realistically commit to the SPPF program's scope of work? Is the applicant able to commit to the time necessary for full and active participation while balancing their class/workload and other commitments? Comments:

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**7. OVERALL RATING** \_\_\_\_\_

Considering all of the criteria listed above, rate the applicant's overall performance level.

**Signature of Rater:** \_\_\_\_\_ **Date:** \_\_\_\_\_