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, and citizen influence and involvement. 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:

- Develop and refine leadership skills
- Effectively advocate for and with your community
- Gain confidence and interact with public officials at the local, state, and federal level
- Communicate effectively in a political context

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, and especially appreciate 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 Maricopa Community Colleges’ Office of Community Engagement no later than 5:00 p.m. on Wednesday, September 4, 2019.

PROGRAM REQUIREMENTS
No prior experience is necessary for participation in the Student Public Policy Forum. 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 2019-20 academic year.
- Register for the SPPF section of POS285 at Glendale Community College in the Spring 2020 semester.
- Have successfully completed English 101 or equivalent by Spring 2020
- Have a cumulative grade point average (GPA) of 2.5 or above for all college coursework and maintain a semester 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.

The Maricopa County Community College District is an EEO/AA institution.
Meet just a few of our successful SPPF alumni:

Jennifer Papworth, SPPF Class of 2009-10
*SPPF was a transformative experience that increased my self-confidence and sparked a desire to make a difference in my community. It inspired me to run for office and I was honored to serve as a school board member for Avondale Elementary School District. I served as District Representative for a Congressional office and am now Federal Relations Coordinator for Arizona State University.*

Marshall Pimentel, SPPF Class of 2010-11
*SPPF was the beginning of my entire educational and professional career. I learned how government at all levels functions and how we as citizens can impact policy. Since the program ended, I’ve worked for both chambers of the state legislature and the Governor’s Office, and I plan to continue my path in public service.*

Brittany Harb, SPPF Class of 2015-16
*Participating in SPPF was one of the best decisions I have made in my entire life. Not only did I have a one-of-a-kind experience to learn about public policy through immersion and engagement, but I also had the opportunity to build relationships in the professional world that I could have never achieved on my own. I love this program and all that it does for students.*

Jacqueline White, SPPF Class of 2016-17
*SPPF transformed me into the student leader I am today. This program empowered me to use the experience and knowledge I gained to serve my community in a greater capacity as an advocate and a civic leader. I graduated with a greater sense of what role I play in policy and how I can affect real, tangible change. Since SPPF, I have worked in a local congressional office in addition to a year-long internship in Washington, D.C.*

Danielle Mekailek, SPPF Class of 2016-17
*SPPF is an amazing opportunity to see first-hand how our government works. On a personal level, SPPF was a life changing opportunity for me. I started SPPF very introverted and extremely awkward. I am still both of those things, but the program gave me confidence and skills to overcome my weaknesses rather than give into them and turn those into my strengths.*

Anndrea Garcia, SPPF Class of 2017-18
*SPPF was an incredibly transformative experience for me and was truly one of the best academic choices I’ve made. I learned about public policy at its core through engagement and complete immersion. As a result of this program, I have made connections with representatives and staff members who know me on a first name basis. On a personal level, I learned more about myself, my self-confidence grew. I am now a student activist at UA.*

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**POS 285**
In the Spring 2020 semester, all participants are required to register for POS285: Political Issues and Public Policy at GCC. This 3-credit hybrid course has an—SB (social/behavioral) general education designation, and is transferable to any of the three Arizona state universities. This class will be for SPPF participants only, section number pending.

**FEES & EXPENSES**
Program expenses are shared by the student and the Maricopa County Community Colleges District. The District will pay for costs related to travel to Washington, D.C., including airfare, lodging, and a per diem for meals.

Students are required to have or acquire appropriate clothing (business attire) and to pay for incidental expenses (ground transportation, optional activities and purchases) in Washington, D.C. Additionally, students are responsible for the registration and tuition costs for POS285 in the spring 2019 semester.

**LOCATION & TRANSPORTATION**
Most SPPF activities are scheduled at:

- MCCD District Office – 2411 West 14th Street, Tempe, AZ 85281
- Rio Conference Center – 2323 W 14th Street, Tempe, AZ 85281

Students are responsible for acquiring transportation to all scheduled SPPF activities.

**HYBRID/ONLINE PARTICIPATION**
In addition to the in-person activities (see Calendar on page 3); 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, on line research, reading assignments, posting assignments and on-line discussion. 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 Gmail 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, Director of Community Engagement, 480.731.8155
deanna.villanueva-saucedo@domail.maricopa.edu

Brian Dille, Mesa Community College, 480.461.7065, brian.dille@mesacc.edu

Terri Desai, Glendale Community College, 623.845.3987, terri.desai@gccaz.edu

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*The Maricopa County Community College District is an EEO/AA institution.*
CALENDAR

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

FALL 2019

Friday, September 6, 2019 - Orientation & Overview
Friday, September 20, 2019 - Parliamentary Procedure & Etiquette
Friday, October 4, 2019 – Education in Arizona & Public Speaking 101
Friday, October 18, 2019 - Arizona Legislature
Friday, November 1, 2019 - Arizona Executive
Friday, November 15, 2019* - Arizona Courts
Friday, November 22, 2019* - Policymaking and Layers of Government
Friday, December 6, 2019 - Crafting Consensus

SPRING 2020

Friday, January 17, 2020* - Public Speaking 201 & DC Topic
Friday, January 24, 2020* - State Capitol
Friday, February 7, 2020 - Media Relations
Friday, February 21, 2020 - Advocacy & Resource Development
Friday, March 6, 2020 - Pre-DC Briefing
Sunday, March 8 - Wednesday, March 11, 2020 - Trip to Washington, D.C.
Friday, March 20, 2020 - Elections
Friday, April 3, 2020 - Poster Project Review, Resume & Linked In
Friday, April 17, 2020 - Closing Ceremony

Please note: All dates, times, and locations are tentative and subject to change.

*indicates consecutive sessions
APPLICATION CHECKLIST

Applications must be submitted to Maricopa Community Colleges’ Office of Community Engagement no later than 5:00 p.m. on Wednesday, September 4, 2019. Please verify that you have included all the items requested when submitting your application:

- Completed application with each of the following pages signed - Participation Agreement, Calendar Acknowledgement, Behavioral Contract, Talent Release Form, Travel Assumption of Risk Form, Emergency Contact
- List of current School & Community Activities - any organizations or activities that you participate in and describe your level of involvement (i.e., roles, responsibilities, time commitments)
- Personal goals Statement - In 150 words or less describe your goals: education, career, life, etc. Tell us what is most important to you and what you hope to accomplish and how. There is no right or wrong answer; we are only trying to understand what motivates you.
- Reflection Essay – In 500 words or less (one or two typed, double-spaced pages), identify a challenge facing your community. Why is it important? Explain how you personally would make a difference. If you have already had such an experience, you are encouraged (but not required) to write about that.
- 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
- Successful completion of English 101 or equivalent by Spring 2020

GENERAL INFORMATION

Name: ______________________________________ Date of Birth: _____________________
Address: ________________________________________________________________
City: ___________________________ Zip: ______________
Preferred Telephone: ___________________________ cell  home  work (circle one)
Preferred Email: ________________________________
Academic Program/Major: ________________________________________________

Are you registered to vote? Yes  No (circle one)

Please list your congressional district: _____ and legislative district: ______

Do you require special accommodation for travel, lodging, education materials, or meals?
Yes  No  (If yes, please attach a brief explanation.)
THE SPPF DECLARATION OF CIVILITY

We affirm that all of the 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 disagree-able. Thus, it is the duty of every member of the community to actively and consciously help 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 shall 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, 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.

THE SPPF BILL OF RIGHTS

I. All members of this community shall be free from intimidation, retaliation, abuse, humiliation, harassment, and interference that hinders the proper execution of their roles.

II. All members of this community ought to be entitled to due process, adequate feedback and information to carry out their roles, timely responses to requests and recommendations, respectful consideration of their concerns and the opportunity and responsibility for participation in the processes that determine the welfare of the community.

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.

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PARTICIPATION AGREEMENT

I acknowledge with this signature that:

A. I am committed to the time requirements of the Student Public Policy Forum, including:
   1) Seventeen 3-hour learning sessions (8 during the Fall and 9 during Spring semester)
   2) Four-day trip to Washington, D.C. during the Spring semester (eligibility is based, in part, upon successful completion of all SPPF requirements)
   3) Individual and/or group homework activities which may require up to 3 (three) hours of work between classes during the fall semester, and up to 6 (six) hours of work between classes 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 have read, understand, and affirm the SPPF Declaration of Civility and Bill of Rights.

Signature of Applicant: __________________________  Date: __________
CALENDAR ACKNOWLEDGEMENT

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

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I hereby acknowledge the dates of SPPF sessions and have scheduled them accordingly.

Signature of Applicant: __________________________  Date: ___________
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 County 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 the organization hosting the event.

Travel costs (per diem for meals, lodging and registration) are provided by the college and District. Participants are responsible for their own snacks, souvenirs, and personal expenses.

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 this trip. 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 on time and actively participating in all scheduled activities.

C. Use of Drugs and/or Alcohol
The use of alcohol and/or illicit drugs is strictly forbidden according to the policies of the Maricopa County Community College District.

D. Behavior
As students, as well as members and/or officers of a student organization or athletic team, participants are expected to conduct themselves in a manner which
1) Reflects positively on themselves, the club/organization/team, 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.

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 provisions and agree to abide by them for the entire duration of SPPF.

________________________________________________________________________
Student Signature Date
STUDENT EMERGENCY CONTACT FORM

Name of Activity: ____________Student Public Policy Forum____________ Date____________________

Student’s Name____________________________________ Age____________________

Home Phone (___)____________ Business Phone (___)_________ Other _______________

Emergency Contact Name__________________________ Phone (____)____________________

E-mail
Address______________________________________________________________

Address______________________________________________________________

Family Physician_________________________________________________________

Address________________________________________ Phone _________________

Preferred Hospital________________________________________________________

Medical Insurance_________________________ Policy Number___________________

History of Diabetes or Epilepsy? Yes_____ No_____

Allergies to Sulfa, Penicillin, etc.? 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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____________________________________________________________________

____________________________________________________________________

Student Signature         Date

The Maricopa Community College District is an EEO/AA institution.
TRAVEL ASSUMPTION OF RISK & RELEASE OF LIABILITY

Caution: This is a release of legal rights. Read and understand it before signing.

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

I ______________________________, freely choose to participate in the Student Public Policy Forum (henceforth referred to as the “Program”). In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL: (Specific dangers endemic in this Program’s area of travel.)

INSTITUTIONAL ARRANGEMENTS: I understand that College is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that College is providing these services only as a convenience to participants and that accordingly, College accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that College is not responsible for matters that are beyond its control. I acknowledge that College reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by College.

INDEPENDENT ACTIVITY: I understand that College is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any College activity. In addition, I understand that any travel that I do independently on my own before or after the College sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

_____________________________   ____________________
Signature of Program Participant      Date

_____________________________   ____________________
Signature of Parent or Legal Guardian (if student is a minor)   Date
TALENT RELEASE FORM

I authorize the Maricopa County 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 any other medium.
- Use my name, likeness, voice and biographical material in connection with these recordings.
- Copy and distribute the recording in whole or in part solely for educational purposes by the Maricopa County Community College District, and those acting under its authority, as they deem appropriate.

Name: ____________________________ Date: ____________________

Address: __________________________ Telephone: __________________

Signature: __________________________

Parent/Guardian
Signature (if under 18): ____________________ Witness: ____________________

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# PERFORMANCE EVALUATION

**To the Applicant:** 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's Name: ____________________________________________________

**To the Instructor/Supervisor:** Please complete the following information and forward the form at your discretion to the appropriate campus contact person or applicant. 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: http://www.maricopa.edu/sppf

Name of Instructor/Supervisor: __________________________________________

Title: __________________________________________________________________

Campus or 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 2018-2019 academic year.

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

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<tr>
<th>Performance Areas</th>
<th>Scale</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td><strong>QUALITY OF WORK</strong> - 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?</td>
<td>1 2 3 4 *</td>
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<tr>
<td><strong>ATTITUDE AND PROFESSIONALISM</strong> - Is the individual professional in their behavior? Are they enthusiastic, diligent, interested, and courteous?</td>
<td>1 2 3 4 *</td>
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<tr>
<td><strong>DEPENDABILITY/ATTENDANCE</strong> - How reliable is the individual? Do they participate fully in program elements? Does he/she complete assignments and carry out instructions? How much supervision or intervention is required? How responsible is student toward assigned work? Does the student notify you when unable to attend or arrive on time?</td>
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<td><strong>RELATIONSHIPS WITH PEOPLE</strong> - Is the individual respectful of others? Do they practice active listening and allow others to share perspectives that may be different from their own? Does the student work effectively with peers?</td>
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<td><strong>CRITICAL THINKING/REASONING</strong> - How open is the student to learning new ideas and differing viewpoints? Is the student able to make connections and comparisons between theory and practice?</td>
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<td><strong>CAPACITY</strong> - Given the student’s current activities and class schedule, is the student able to realistically commit to the SPPF program’s scope of work? Is the student able to commit to the time necessary for full and active participation while balancing their class/workload and outside commitments?</td>
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<tr>
<td><strong>OVERALL RATING</strong> - Considering all of the criteria listed above, rate the student’s overall performance level.</td>
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Signature of Instructor/Supervisor: _______________________________ Date: ____________