

Valentine House

Contractual Agreement for Community Advisor (CA)

I accept appointment as Community Advisor (CA) in the Valentine House and Director of its Language Immersion Program. I understand that I will report regularly to both the Stratford Heights Management, the Valentine House Board, and through the Board to the Department of Romance Languages and Literatures (RLL).

1. **Citizenship:** I accept a private room assignment on the first floor of Valentine House, and
 - I will be a good citizen which includes adhering to all the rules of the residence, both those required by Stratford Heights Management and those pertaining to Valentine House specifically,
 - I will be available to help residents sustain the goals, maintain the policies, and participate fully in the life of the residence,
 - I will support the language immersion concept and encourage residents to maintain the language designated for their floor, and
 - I will assume leadership in developing program-related activities for the international community.

2. **Residence Responsibilities:**

- I accept responsibility each quarter for posting, explaining, and enforcing the rules and policies that govern Valentine House and its language immersion program, and for orienting new residents to them. These rules and policies include those established by the Stratford Heights Management as well as those established by the UC Department of Romance Languages.
- In order to provide guidance and support for the Resident Advisors, I will hold regularly scheduled weekly meetings with them. In these meetings we will review the needs of the residents, resolve conflicts, and address any other issues that may arise.
- Working closely with the undergraduate student residents and the Resident Advisors, I will, to the best of my ability, help plan all cultural and social events held at Valentine House. Whenever possible I will attend and participate in these events.

3. **Reporting Responsibilities:**

- Six times a year, in October, November, January, February, April and May I will prepare reports for the Valentine House Board and the Department of Romance Languages and Literatures. In these written reports I will describe the progress of the language immersion program and the cultural and social activities of Valentine House for the preceding period. At that time I will also report any additional issues that require the attention of the Board or the Department.

I understand that if I fail to adhere to any of the above responsibilities, I will be dismissed from the program.

If I wish to withdraw from the program, I agree to notify the Department Head and the Stratford Heights Management in writing, and I understand that I will be asked to leave Valentine House at the end of the current quarter.

By my signature I agree to abide by these requirements, and I understand that I will be dismissed from the residence if I break any part of this agreement

Signature _____ Date _____