



## Shea House Resident Life Guide (2020-2021)

<https://uva.theopenscholar.com/shea>



**Shea House provides a language immersion environment to enhance students' linguistic and cultural competence in their target language and culture by offering quality programming with meaningful activities. Leadership at Shea House facilitates multi-cultural and cross-cultural activities to prepare residents and all associated language students of the UVA community to flourish in a global environment. Welcome to our community!**

# How It Works

## **Shea House is...**

a multilingual, multicultural residence hall which provides students not only with an opportunity to further their knowledge of a specific language and culture, but also to foster interlingual and intercultural exchange and promote a greater understanding of the world's cultures. Shea opened in 2002 and offers its approximately 75 student residents the opportunity to live in a total language immersion environment. For this academic year, Shea hosts the following languages: American Sign Language, Arabic, Chinese, German, Japanese, Korean, Persian, and Russian. In the past, Shea has also hosted Hindi, Italian, and Urdu. Any full-time undergraduate student who demonstrates at least a second-year competency (equivalent to completing a 1020-level course) in a target language is eligible to live at Shea.

## **All Shea House residents...**

are required to register for a Shea House course credit (credit or no credit). This is done to ensure that a group mentality is properly fostered in and across language pods. All residents will be enrolled in a 3000-level conversation course. This is yet another measure to assure the success of the group and standardize expectations. Credit will be given if attendance is 70% or higher and active engagement at all gatherings is consistent during the semester. Residents are required to speak in their target language at all times to the best of their abilities. **When and where is participation required?** As a Shea resident, you are committed to coming to language corners for one hour once a week and language dinners for at least half an hour every night Monday - Thursday. Please note that attendance *and* participation at these gatherings is of utmost importance not only for your own advancement as a student, but for the success of your peers as well. Skipping gatherings and/or not actively participating has a negative effect on the entire group, so please act responsibly and invest positively in your own experience and in those of others. Some absences can be made up with the approval of your LA. Please see the contract on p.11.

## **Shea House speaks....**

for diversity and community collaboration. This learning community is run by students for students in collaboration with faculty and university partners. Shea's success cannot be achieved without the active involvement of the residents – yes, YOU! Every member of the community does their part in creating a welcoming, safe, engaging and fun learning experience for all. How do we do this exactly?

### **1. Get to know your neighbors**

At Shea House, you will quickly become integrated into your language pod and form strong bonds with your fellow pod members. While pods are of varying sizes

(usually between 5-15 members), there always remain a great number of residents at Shea you will not have the same amount of contact with. A great way to get to know your neighbors and make living at Shea not only informative but enjoyable is to come to the several floor gatherings and Shea Government sponsored events that are there to help you get to know who lives around you in a relaxed environment, usually with the added bonus of refreshments! The little things also make a big difference, so just mingling in the lounges, showing small signs of appreciation in the hallway, or engaging in small talk in the laundry room will have a noticeable impact.

## **2. Look out for each other and be safe**

Even though the RA is there to assist you with various safety issues, you should remember these points about safety:

- 1) Only open the doors for residents or staff you recognize.
- 2) Report suspicious activity immediately to a Shea staff member.
- 3) Report any improperly functioning items to the RA immediately.
- 4) Be mindful of sprinkler heads in your rooms - they should never be touched.

For more details on safety and bonding please see the contract on p.11.

## **3. Lead Shea**

Please refer to the information on the Shea House Government below. You can always ask your LA or contact the PF if you have any questions or ideas to enhance the experience at Shea. Spreading the word about the Shea community via social media, the Shea website, language classes, and CIOs is one great way to make Shea more visible on the UVA map and beyond.

## **Self-governance at Shea...**

is one of the many things that makes life at Shea House a unique experience. Shea House Government service offers residents the opportunity to take a direct part in life at Shea. By becoming a member, you have the opportunity to disperse funding in a way you think benefits Shea and the community the most. Service in Shea Government requires attendance of two meetings a month, during which time such issues as the distribution of the Shea budget, government sponsored events, advertising, the monthly newsletter, and residency life are discussed and decisions are put into action alongside assistance from the LAs, Programs Facilitator and Shea House Director.

Find the descriptions of the positions below.



## **Job Descriptions for Shea House Government Chairs (Student Volunteers)**

### Communications (1 chair + members)

- Compiles information and creates content for the monthly newsletter
- Designs, edits and publishes the monthly newsletter
- Creates notices, ads, and flyers to enhance communication among residents, language pods, Shea Staff, and language departments
- Manages house social media
- Maintains Shea House's calendar of events

### PF

- Serves as the bookkeeper for all language floors
- Manages budgets, purchases, and refunds
- Organizes house-wide events w/ input of residents

### LAs

- Acts as the resident representatives at Shea Government meetings
- Develops and enhances language experience at Shea working with the Director, PF, language faculty reps, and language coordinators

### Kitchen Committee (Reps from various pods)

- Enforces the rules stipulated per the kitchen use contract (see below)

## **Residents also work alongside the LAs, PFs and Director:**

### **Language Pods are led by a Language Assistant (LA), who...**

is a student (either undergraduate or graduate) just like you with exceptional lingual and cultural knowledge of their pod's area. As you will see them the most, they will be a great resource for voicing questions and concerns. They also meet with the PF and Director on a regular basis to help make sure residents' concerns find the proper channel. As there are eight language pods this academic year, there will be eight different LAs. To find out more about your LA and their plans for this year, please see the [Shea House homepage](#) or p. 9 of this guide.

### **LAs and Shea Gov. work with the Programs Facilitator (PF) to...**

make sure everyone is on the same page and keep things running smoothly at Shea. The PF is in many ways the intermediary between the Director and the LAs and the rest of Shea. The PF holds bi-weekly meetings with the LAs and government members while staying in close touch with the Director to insure that there are no breakdowns in message transmission. The PF also manages reservations of the Shea Classroom and Dining Room. If you would like to reserve either, please fill out the reservation form on the Shea website (more details below). If there is a question your LA or the RA cannot answer, your next best bet is to talk to the PF. This year's PF is Alex Misbach (mam3bu).

### **Finally there is the Director, who...**

does everything else! The Shea Director oversees all of Shea's activities and is the official ambassador between Shea and the larger university apparatus as a whole. At Shea, the Director works most closely with the PF and, thus, with the LAs as well. This is the person to contact with big questions about Shea as an organization or administrative issues. The Director is Tomoko Marshall (tm5x).

# Life at Shea

To ensure that life at Shea goes smoothly for all residents, here are some guidelines and tips about how to be a good neighbor and who you can consult with residence life issues.

**While you have lots of academic support from other residents, your LA, the PF and Director, a Resident Advisor (RA) is also available to address...**

any questions or issues that should be addressed by the housing division of the university. Any questions or concerns regarding your living arrangements can be directed to the RA. Such issues include questions about decorations and housing policy, roommate or hallmate conflict, concerns about safety and suspicious activity, concerns/issues about living environment, incidents of sexual assault, hate crime, serious injury, concerns of an eating disorder, mental health, drug abuse, and any other questions about residence life.

## Facilities:

At Shea House, there are several areas that are for communal use in addition to your own living space. It is of the utmost importance that these areas be treated accordingly and that personal possessions not be left out in communal areas. This is to ensure fair access to all. This also includes cleanliness - if you produce trash that 1) does not fit in the available waste bins or 2) contains food, it should immediately be disposed of properly in the dumpster or into the separate recycling bins out back. Remember, these spaces are not yours, but *ours*. Please respect your neighbors and yourself by keeping these areas clean.

All entrances and rooms are swipe access. Room key pads require a swipe and a pin number, and are connected to the "Open My Door" mobile app. (Note: be mindful of when your keypad stops beeping - this means the battery is low and needs to be replaced. Notify Housing ASAP to avoid being locked out. Calling a locksmith is expensive.) Some specific guidelines:

- Bathrooms: As not everyone has their own bathroom, it is important to be mindful of your neighbors' needs and to not occupy these spaces for more time than is absolutely necessary, especially during high traffic hours before class. A good idea is to check with your neighbors upon settling in to find out their morning routines so that there are no surprises once classes begin. Use these spaces for their intended purposes only. Do not clean dishes in the sink or use the toilet as a dispose-all. Dishes are to be cleaned in the kitchen and waste disposed of properly!
- Floor Lounges: Because pod members usually live next to each other, it is common for the lounge areas to become areas for Language Corners and

pod socializing, but these lounges are open to all members of Shea, so please be mindful of your use of the space.

- Kitchen: As you can imagine, 75+ residents using one kitchen can be challenging. To help promote cleanliness and avoid property issues, we have devised a separate kitchen contract that all residents must sign. The terms in this contract must be observed or, as the contract states, the kitchen can be closed, as it has been in the past. To help further avoid such a situation, a Kitchen Committee has been created in the government to help enforce the terms of the contract. Please see the contract on p. 10 that requires a signature of agreement.
- Dining Room: The dining room is available to be reserved outside of meal hours via the Shea website. You are also free to use the dining room individually outside of meal times, but you must clean up after yourselves. It is not the responsibility of dining staff to clean up messes outside of their service hours and they should find the dining room as clean as they left it on their previous day of service. All napkins and their dispensers as well as condiment items are dining property. These items should never leave the dining area and are not to be taken into the kitchen. Note that while waste is divided up into recycling, trash and compost Monday - Thursday, these waste bins are not available on the weekend and it will be up to you to dispose of your waste properly. Please be mindful of your food waste and recycle!
- Laundry Room: The laundry room on the first floor is available to all Shea residents. All machines run on Cav Advantage funds only. Please be sure to read the instructions posted in the laundry room before using any of the machines. As there are only three washers and three dryers, lines tend to form during busy laundry times (Sundays), so consider doing your laundry during the week to avoid waiting for a machine to free up.
- Classroom: The Shea classroom often hosts classes 9am-5pm M-F, though exact times vary from semester to semester. Outside of these times, the classroom is available for use by Shea residents. As with all common areas, it should be used with care and any waste (especially food waste) should be removed after use. Like the dining room, the classroom can be reserved via the Shea website.
- Library (and study space): The library and the small study space across from the classroom are great places to do some quiet study in Shea. Please be mindful of other residents who are working while using these spaces.

### Room Reservations

If you want to reserve a space for an event in Shea House, first consult the Shea calendar on the [Shea website](#). If the room is available at the desired time, click on the “Contact” tab and scroll down to the “Shea House Reservation Form” to make a reservation. The reservation policy is as follows:

You may use the Shea House Classroom/Dining Room so long as you respect the fire code, which limits the amount of people that the room may hold, and do not cook on site. If any garbage is left behind, the room will not be made available to your group in the future. Please bring your own trash bags and remove these trash bags after your event. If you are using the Dining Room, you may not touch/use/move any of the appliances (serving stations/card swipe station) used by dining (you may move the tables so long as they are put back in their original places). If you are using the Classroom, it must be returned to or kept in its original state so as not to disturb classes that take place there during the academic year. If you host an event involving food, we ask that you not leave leftovers in Shea House after the end of your event. If Shea House needs the space, we reserve the right to contact you and cancel your reservation.

### Shea’s Carbon Footprint

We ask that you be mindful of your resource consumption, waste production, and waste disposal not just at Shea, but all of the time. This includes things like turning off lights that are not in use, shutting windows when air conditioners/heaters are on, recycling what can be recycled and reducing your waste as much as possible. If you have any questions/concerns/comments as to how to make Shea a greener living community, please talk to the RA, Student Government members and, most importantly, your peer residents!

### Meal Plan

All residents are required to have the minimum meal plan available, however, larger meal plans are available for purchase through UVA Dining. Shea has its own meal plan where dishes representative of different Shea cultures and requested by residents are cooked in-house by dining staff. Meal times are primarily for residents, but guests are encouraged. Swipes and plus dollars included the Shea meal plan are not limited to use at Shea; they can be used at any other location that accepts UVA meal plans. Want to invite a professor or community member to dinner but don’t want to use your own meal



swipes? Fret not, as there is a faculty meal swipe card for this very purpose! Just let your LA know the date and time.

### Buses

The closest UTS and CAT bus routes are the Outer Loop (Orange, Jefferson Park Ave @ Brandon Ave), and the Inner Loop across the street (Yellow, Jefferson Park Ave @ Cabell Hall). The CAT Free Trolley stops at the Jefferson Park Ave @ Cabell Hall as well.

### Parking Near Shea

Unfortunately, parking is quite sparse due to our proximity to the hospital area. Nearby permit parking is available at Bice or local apartment complexes such as the Monroe or Brandon Ave apartments, however, these can be costly. The Emmett/Ivy parking garage has more reasonable pricing, though you would need to park on the 4th or 5th floor. Despite being across grounds, buses run frequently to the Snyder Tennis Courts stop which is a few minutes away by foot. Late at night, the garage is accessible via Safe Ride.

Parallel street parking is free 24/7 on Monroe Lane but limited (10 spaces, almost always taken). Street parking on JPA in front of Shea is also available but limited to 2 hours Mon-Sat from 8am-6pm. On weekends, JPA street parking, Bice, and the McLeod parking garage are all free.

### Mail/Packages

All letters and packages are picked up in Bice on the lower right-side of the building. Hours available at <https://housing.virginia.edu/mail>.

### Work Orders/Maintenance

Work orders for malfunctions or other housing issues can be placed via the [maintenance website](#). If there are issues that are affecting more than one person, submitting multiple work orders will increase the likelihood of the issue being resolved in a timely fashion.

**Welcome to the [Insert language here] Pod!**

**Name:**

**Year:**

**Language Experience:**

**Relevant to language and/or personal interests:**

**Language program (+ highlights):**

**Faculty Rep:**

**Shea Kitchen Contract**

***The purpose of this contract is to remind current Shea House residents of the minimum expectations when using the shared kitchen in order to facilitate cleanliness and ease of use. The contract lays out requirements for each resident who uses the kitchen and penalties for failing to adhere to such requirements. All residents will be expected to sign at the bottom after reading and understanding the following:***

**As a Shea House resident, when I use the shared kitchen on the second floor, I am aware that:**

- 1. I must not leave dirty dishes or other kitchenware in the sink or on the counter tops. I will clean them immediately after use and store them away neatly. I further acknowledge that all cleaning supplies provided by Shea House are to be used responsibly, only to clean up kitchen messes and left for others to use.**
- 2. I must clean stove tops and/or counter tops after using them if I spill anything. I am aware I can get paper towels from the shared restrooms on the second floor to make this possible.**
- 3. I must throw away any of my own belongings in the shared refrigerator or freezer if they have been in there for at least two weeks. I will be mindful of the space my belongings take up in the shared fridge by minimizing my grocery items.**
- 4. I will not eat food that does not belong to me.**
- 5. I must write *at least* my name and room number on any items I put inside the shared refrigerator or freezer to limit incidents of mix-ups or falsely claimed food items.**
- 6. I will not use or take any of UVA Dining's property, such as plates, utensils, napkin dispensers, etc, outside of language dinner hours.**

**In addition, I am aware that we, as Shea residents, will receive 2 warnings if these rules are not properly adhered to, at the discretion of UVA Housing & Residence Life. If, after 2 warnings, the conditions are still deemed to not be met, I understand all Shea residents will lose access to the shared kitchen.**

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**I have read the Role and Expectation of the residents above and pledge to follow them throughout the year.**

**Resident's name & signature:**

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**Resident Roles and Expectations Contract**

- The resident understands that the language clusters represent Shea House as one unit. They are not separate entities.
- The resident understands that we are here to learn from each other and learn together about the Shea languages and cultures. Residents play a role in creating a good environment for the peer residents.
- The resident is expected to dine with their respective language group in the Shea House dining hall, Monday through Thursday between 5:30-7:00pm, when classes are in session. During International Dinners, the resident is encouraged to interact with residents from other pods.
- The resident is expected to fully engage in the weekly language hour that the Language Assistant organizes.
- The resident is expected to fully engage in the language/cultural events that the Language Assistant organizes and fully support and cooperate with the Language Assistant in preparing for the event, participating in the event, and cleaning up after the event.
- The resident is expected to communicate with the Language Assistant (5) days in advance regarding any absences and/or changes of schedule or anything that affects the language program. Absences due to sickness, family emergencies, academic-related special events, and career-related events are excused.
- The resident is required to enroll in a 3000H 1-credit course each semester while residing in Shea House. The Language Assistant and the language faculty representative of the language program will evaluate the residents and issue a CR or NC at the end of the semester. Upon successful completion of the following criteria, the credit will be issued:
  1. Active participation during language activities organized by the respective LA, unless approved by the PF and the Director in advance.
  2. At least 70% attendance at language dinners Monday through Thursday, unless absences are approved by the PF and the Director in advance.
  3. Contribute feedback and comments to surveys conducted by Shea and/or LA.
- Residents are strongly encouraged to participate in the house wide events that are organized by the Programs Facilitator (Alex ), the Resident Advisor from HRL (Vaishnavi Karimpuzha), Shea Government, and UVA Dining.
- Residents are supported by the in-house administrative staff: by Language Assistants for language program related matters, by the Resident Assistant and Senior Resident for the housing related matters, and by the Director of Shea House (Tomoko Marshall), who oversees all Shea-related matters. The residents are strongly encouraged to reach out for assistance at any time.

.....  
I have read the Roles and Expectations of the residents above and pledge to follow them throughout the year.

Resident's name & signature:

\_\_\_\_\_ [        ] I'm also interested in serving for the Shea House Government.