

LYCUM

ASSEMBLE
EDUCATE
SUPPORT



PROVIDING KEYS TO UNLOCK THE DOORS OF DISCOVERY



HANDBOOK

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REVISED, 2023, 2024
CHOOSE GRACE WHEN LEADING.

LYCUM

ASSEMBLE
EDUCATE
SUPPORT

HANDBOOK

KEYUA N. MCELVEEN, M.A.



Wingate University
Academic Enrichment
March 2024



OUR MISSION

Assemble, educate and support students by providing them with educational keys that unlock the doors of discovery and knowledge of the world around them and of themselves. The goal is to transform them into intentional and responsible Difference-Makers.





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ABOUT US

Lyceum is a 47 year old co-curricular enrichment program designed to provide students with educational keys that unlock doors of discovery and knowledge. These keys (***also referred to as events***) help to assemble, educate and support our students in developing a deeper or new understanding of themselves, and the world.

Lyceum is a graduation requirement. Students have a requirement range between 3-24 credits. We offer keys in four main keys including: the Lecture, Faith, Growth and Art keys. Students are provided 40 keys per semester.



we | come



OUR HANDBOOK

This comprehensive handbook provides valuable information about the Lyceum Program at Wingate University. It is an essential reference tool for understanding the program's structure and policies, and should be kept for future reference. Our policies and procedures are in line with the revised vision plan and are subject to change at the discretion of the Director of Lyceum Programs. To keep you informed, updates will be sent periodically to address any policy changes.

Please note that while the handbook provides policies and procedures for the Lyceum Program, it is not a legally binding contract. The Lyceum Program reserves the right to change policies and procedures as needed.

OUR OFFICE

We are located in the Ethel K. Smith Library on the second floor (ARC), room 204A & 204B. The Director's office is located in room 204A and the Lyceum Ambassador's office is located in 204B.

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OUR AMBASSADORS

Our Lyceum ambassadors hold diverse roles within the program. Some are part of the events staff team, while others contribute their efforts in the office. Together, we collaborate to uphold the program's core principles: to assemble, educate, and support our students.



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LYCEUM
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LYCEUM

OUR COMMITTEE



DR. DAYA
PATTON
Faculty Chair



DR. BENJAMIN
SAMMONS
Member



PROF. CHARLENE
BREGIER
Member



DR. HEATHER
DELANGIE
Member



DR. PATRICK
FISHER
Member



DR. LAORA
BRIZENDINE
Member

OUR COMMITTEE



DR. NICHOLAS
NELSON

Member



DR. SARAH
WOLFF

Member



DR. RICHARD
COOK

Member



DR. MAGDALENA
KRAJEWSKA

Member

OUR POLICIES



Behavioral Policy

The Lyceum Program has a zero-tolerance policy for disrespectful behavior. A student who exhibits such behavior will face disciplinary action. The student will be removed from said event, immediately, and asked to scan out. This applies to any disruptive behavior towards other students, Lyceum ambassadors, presenters, external entities, and/or any member of the Wingate University campus community attending said event.

A student will receive the following warning/action:

- The consequence of receiving two verbal warnings for disrespectful behavior during an in-person Lyceum event will result in automatic dismissal and revoked credit for said event.
- Seniors who are removed from said event are still responsible for completing missing credits before graduation.

Disciplinary Policy

- The Lyceum Program upholds a high standard of conduct among all students attending Lyceum events. Disruptive or disrespectful behavior during a Lyceum event violates such standards. Such behavior will result in disciplinary action. Students are expected to abide by the University's Honor Code and promote a community of caring that fosters inclusiveness and safety.

Any violation of the Code of Conduct will result, firstly, in a verbal warning, then dismissal from said event. Followed by a meeting with the Director of Lyceum Programs. If the disruptive/disrespectful behavior persists, then further disciplinary actions will take place at the discretion of the Lyceum Director and Lyceum Committee.

In case of an escalated situation at an event, like violence, follow these steps:

- Dial 911 for threats
- Contact Campus Safety at 704-233-8999
- Contact Associate Dean of Residence Life/Involvement at 704-233-8245
- Contact the Director of Lyceum Programs at 704-233-8410/lyceum@wingate.edu

Exercise judgment. If high risk, call 911 and then Campus Safety. Email incident details to the Director at lyceum@wingate.edu.

Credit Policy for In-Person Keys

Students who attend a Lyceum event are expected to adhere to the program guidelines. Failure to comply with said guidelines will result in the student not receiving credit for the event.

To Receive Credit for In-Person Keys:

- You must scan your event pass on the CORQ app. If you do not have this app, then you need to download it.

RSVP Policy for In-Person Keys

- RSVP students **must** show up within 45 minutes of the start of the event to claim their reserved seats. After the 45-minute mark, students on the waitlist will be allowed to claim the remaining seats. Students on the waitlist are encouraged to show up 15 minutes before said event for possible seating.
- You cannot consistently RSVPs for an event and fail to show up. If you do not show (DNS) for 3 or more events, then you will receive an email from the Director. If actions persist, further disciplinary actions will be taken at the discretion of the Director and Lyceum Committee.
- Both RSVP and Waitlist students will receive an instructional email from the Director.

Lyceum Conduct for In-Person Keys

- During events, students are prohibited from using electronic devices unless instructed by the presenter(s). A student will be warned 2 times before removal of said event, and removal of credit.
- Students are expected to engage in said events by asking questions, participating, and being reflective listeners.

Dress Code Policy for In-Person Keys

Students need to read the event details on WUSYNC or the CORQ App to understand the dress code for the upcoming event. There are two options for dress code at a Lyceum event:

- Casual attire allows comfortable clothing like jeans, t-shirts (without holes), and sneakers, and prohibits short shorts or offensive graphics.
- Professional attire includes button-down shirts, dress pants, and dress shoes, but excludes sneakers, flip-flops, t-shirts, or shorts.

Credit Policy for Virtual Keys

To access the webinar, use your @wingate.edu email and password. Complete the assessment quiz at the end for credit by following guidelines and answering questions correctly. Webinars lock 10 minutes after starting. Email lyceum@wingate.edu for technical problems.

To Receive Credit for Virtual Keys:

- Students are required to complete an assessment quiz after the Lyceum keys for credit.

RSVP Policy for Virtual Keys

- Students do not scan their event passes for credit. Students are responsible for maintaining a steady internet connection and charging their electronic devices used during the event to receive the assessment quiz and credit.

OUR

LEARNING OUTCOMES

Faith Key Learning Outcomes

- Students should be able to cultivate a curiosity for diverse faith traditions.
- Students should be able to curate how diverse faith traditions inform their personal religious or spiritual practices.
- Students should be able to identify and analyze the impact of various religious and spiritual practices in society.

Arts Key Learning Outcomes

- Students should be able to observe and express how works of art communicate empathy and connection to the community.
- Students should be able to observe and express how art reflects life and life reflects art.
- Students should be able to observe and express how the audience can be transported to a different reality through the willing suspension of escapism.

Growth Key Learning Outcomes

- Students will articulate cultural and socioeconomic differences within their community.
- Students will engage with diverse groups using effective communication and understanding.
- Students will create and/or revise documents for success in the workplace or academia, such as a business plan, resume, cover letter or graduate essay.

OUR PROGRAMMING



The Lyceum program offers 40 events per semester. 30 in-person and 10 virtual. This hybrid approach allows for more flexibility of our student body. All virtual Lyceums will include an assessment quiz after the presentation is done. Students are required to complete the assessment quiz for credit.

Understanding the Proposal Process

Are you interested in partnering with the Lyceum Program? Would you happen to know where to start? Here are some guided tips:

Available Dates:

- Review the [Lyceum Calendar](#) for blackout dates. Blackout dates are days you cannot propose a Lyceum key. If you submit a proposal on a blackout date, then it will receive an automatic denial.

Content/Type of Key Questions:

- Brainstorm your content. How will your key enrich the minds of students? Will your key teach students a new practice or concept? Will your key be informative or inspirational?
- Think about what type of key you want to propose. What will your key educate students about? Faith, Lecture, Growth, or Arts?
 - a. Faith keys unlock the spiritual door.
 - b. Lecture keys unlock the academic door.
 - c. Growth keys unlock the personal and professional door.
 - d. Arts keys unlock the creativity door.

Funding Questions:

- Do you need funding? Will you partner on-campus or off-campus?

Venue/Reservation Questions:

- Think about the venue space needed. Do you want to be outside or inside? Is this event for 25, 50, or 100+ students? You **must** make reservations in EMS to secure your venue. If you are an RSO, you must speak to Amanda Alling for reservation details. External partners **must have a university point of contact to help with completing the proposal form and reserving venue space.**

Important Dates to Consider 2024-2025

When proposing an event, it is important to know the following submission deadlines, which are subject to change based on the issued academic calendar:

- The August Proposals deadline is Aug. 2nd.
- The Priority/September Proposal is Aug. 23rd.
- The October Proposals deadline is Sept. 23rd.
- The November Proposals deadline is Oct. 25th.
- The January Proposals deadline is Jan. 3rd.
- The Priority/February Proposals deadline is Jan. 24th.
- The March Proposals deadline is Feb. 20th
- The April Proposals deadline is Mar. 21st.

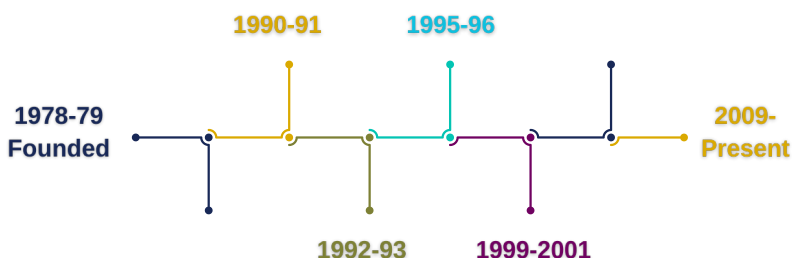
Black Out Dates are based on the academic calendar and recognized holidays and/or important University events:

- First Day of Classes
- Labor Day Holiday
- Family Weekend
- Fall Break
- Homecoming
- Thanksgiving Break
- Last Day of Classes
- Winter Term
- Martin Luther King Jr. Holiday
- First Day of Classes
- Spring Break
- Easter Break
- Last Day of Classes
- Reading Day
- Summer Term



ADDITIONAL INFORMATION





LYCEUM ORIGIN

According to historical data, Wingate University's Lyceum program was established approximately 46 years ago to offer students the chance to engage with globally renowned speakers, artists, and lecturers to enrich their academic journey.

The Lyceum program was established around the late 1970s, the program has undergone several revisions over the past 46 years. Adapting to both student enrollment and academic changes.

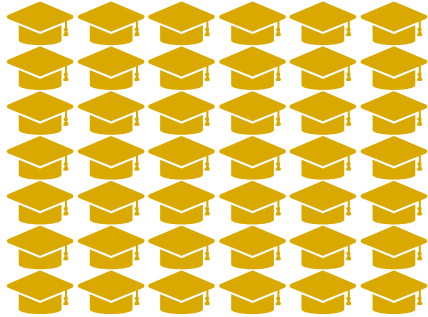
Starting in Fall 2023, the Lyceum Program began offering 40 keys per semester for students. By December 2023, all seniors applied to graduate in December had successfully completed their graduation requirement, achieving a 100% completion rate. We have had 4 consecutive semesters with a 95% completion rate or above since Fall 2022.

METRICS

The revision of Lyceum happened in the Spring 2022 under the direction of Keyua N. McElveen. Below are some metrics under Ms. McElveen's leadership.

100%

Completion of
Decemeber graduates
by November 30, 2023.



The Lyceum Program offered 42 Keys (also known as events) to the undergraduates in Fall 2023.

KEY FINDINGS

- Between Spring 22' and Spring 23', the Lyceum Program reduced the total amount of event offerings from 159 to 128. Resulting in Spring 23' a 98% completion rate.
- The Lyceum Program developed an archived record keeping system to alleivate the many occurrences of students missing credit from their accounts. Streamlining the tracking process for students to keep up with their Lyceum credit.
- In Fall 23', the Lyceum program reduced the total amount of event offerings again to at least 40 events. At the end of Fall 23', the Lyceum Program obtained a 100% completion rate among December graduates.



ABOUT

THE DIRECTOR



I identify as a poised and purposeful leader. I approach everything in life with grace, mindfulness, and dedication.

- In 2017, I earned my B.A. degree focused on Public Relations with a minor in Legal Studies from Wingate University.
- Subsequently, in 2019, I completed my M.A. degree specializing in Organizational Leadership from Lenoir-Rhyne University.

In Spring 2022, I assumed the role of Lyceum Director at Wingate University. Since then, I have made several enhancements, including: decreasing the number of Lyceum events, improving student communication, rebranding the program, and attaining a 100% completion rate with the assistance of campus partners.

I am enthusiastic about the future development of the Lyceum program. I am confident it can serve as a purposeful and inspiring program for students to gain deeper self-awareness and understanding of the world.

Leadership holds significant importance, requiring continuous reflection. Before assuming the role of Lyceum Director at Wingate University, I served as a front desk agent at Courtyard by Marriott in Greensboro, NC, holding a master's degree from Lenoir-Rhyne University at that time.

Despite my previous leadership roles, I struggled to comprehend why I was not advancing to higher leadership positions. This uncertainty led me to question my aspirations of becoming an executive leader in a PR firm in cities like New York or Atlanta. I felt my potential was limited to my role at Courtyard despite my dedication to education and hard work.

After working at Courtyard for almost a year, I was presented an opportunity to apply for the Lyceum Director position at Wingate University on my LinkedIn profile.

Initially, I doubted my qualifications for the Lyceum Director position due to my background in mid-level retail leadership and my current entry-level hospitality role. However, it is crucial to always leave a positive impression, as unbeknownst to me, someone was observing my dedication during my time at Wingate.

That someone turned out to be Mrs. Denise Ross, whose mentorship reignited my leadership skills and passion.

Transitioning from a Wingate graduate to becoming an influence on future graduating classes has been a rewarding experience. This unexpected opportunity has proven to be one that I was unknowingly preparing for all along.

Each day, I dedicate myself to providing an educational environment where students can confidently pursue self-introspection while knowing how their contribution to society can pave the way for someone else.

Through the Lyceum Ambassadors, the Lyceum Committee, and our supporting partners, we cultivate continuity and purpose in every student's path to self-awareness and a broader comprehension of the world. Allowing our uplifting and interactive events tailored to match college readiness, cultural proficiency, and self-appreciation to be the keys that unlock the continuous doors of discovery.

To receive updated information
about upcoming events, please
download



To learn more about the
Lyceum Program, please visit



Follow Us on Instagram @wulyceum