

# Gemeinschaft Home

## Training Portfolio

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## Introduction

Below you will find all of the documents we have compiled in order to create our video for Gemeinschaft Home. Specifically within this portfolio we have the Service Learning Needs Assessment and the Service-learning Program Proposal. All of this information, as well as multiple interviews and meetings were needed for us to make our final video.

## Service Learning Needs Assessment Summary

The Service Learning Needs Assessment includes an executive summary, brief background and history, description of our procedures, the actual population of the assessment, our sampling plan, our methodology, means of analysis, and results, as well as our conclusions and recommendations.

### GemeinSchafft: Service Learning Needs Assessment

#### Needs Assessment



#### Executive Summary

Gemeinschaft is a 36-year-old re-entry program that stands out from the ordinary in how a halfway house is structured. The objective of Gemeinschaft is to reintegrate residents by creating a community that they can depend on. While the primary mission of Gemeinschaft is to provide cutting-edge therapeutic services to nonviolent offenders who have been released or diverted from incarceration in the support of a transition to healthy community living. At Gemeinschaft, there is a dedicated staff of 18 that offers multiple workshops that range from financial management to creative writing. Some of the programs include a life recovery program, individualized case management, full-time room & board, referrals to community resources, and employment assistance.

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Gemeinschaft home wants a resident training video that will also provide an introduction to the organization. When new residents enter the house, it can be a very overwhelming experience with a lot of information thrown at them at once. The hope is that this video can be another resource that can help new residents understand what to expect and make the transition smooth.

The video will help inform new residents and potential candidates the way of Gemeinschaft. The video will consist of a brief history and background information on the programs that will be provided, along with the expectations. Emphasizing the program's mission statement and core values will highlight their culture. To gain credibility, it will also offer interviews with residents and staff that will give their individualized unbiased opinion on how it made an impact on their lives. All of these topics that will be covered in the video is the objective of the video.

### **Brief Background and History**

Gemeinschaft is dedicated to creating a community and environment to envelop values in individuals' needs such as mutual respect, shared responsibility, and mentorship. The program intends to personify three major core values which are respect, integrity, and accountability to influence positive characters in society. The goal of Gemeinschaft is to help break cycles of recidivism and make an impact to change the lives of those who have made mistakes.

### **Procedures**

In order to figure out the issues at Gemeinschaft, we had to have multiple meetings to idealize the problematic misconceptions about the organization. After numerous collaborations, we have decided to create a resident training video that will help introduce new residents to the

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program. The steps taken were conducting an organizational audit on how they perform their day-to-day operations while inspecting certain elements that seem to cause overall confusion within the residents at hand. We were able to view how the organization was run and have a strong sense of the current environment that they provide to the residents. After familiarizing ourselves within the organization, we were able to draft an outline of what we expected to cover in the resident introduction video. The talking points in the video need to be broad in order not to overwhelm prospective residents in the introduction. We have been able to set up frequent meetings to denote progress on the service project. Having a green light on the outline, we will flesh out a script that will be used as material for recording the video. The process will require visiting the on-site locations and gathering footage of the facilities as well as personal interviews answering common questions that the resident may have. The entire process will be agile in seeking feedback due to the regularity of the meetings with the organization's contact, Dr. Jacovitch. The video will be put together as a draft, seeking out feedback to accommodate more to Dr. Jacovitch's needs until it is exactly what she wants.

### **Actual population of the assessment**

The assessment was performed on the entire organization as a whole as well as the Public Relations & Outreach Coordinator, Dr. Jacovitch. We will be using the video we create as an introduction of what Gemeinschaft Home is and what they offer, as well as some basic rules, for incoming residents to the program.

### **Sampling Plan**

We will ask one of the interview participants to be one of our sampling plans due to Dr. Jacovitch's recommendation on including Jay Butler, a former resident and now staff at

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Gemeinschaft. The formal interview with Mr. Butler will include the question of Job/Working expectations, as well as going over expectations that residents must follow while living in the home. We will also ask Jay about his own experience and what he got out of being a resident at Gemeinschaft. Jay Butler works closely with the residents now and understands what they are going through, which is why we believe Jay will be the best person to interview. We will also be interviewing a current resident at Gemeinschaft to go over day-to-day life while living in the home. We have not yet identified which resident we will be interviewing, but Dr. Jacovitch will work with us to select one resident we think will be best. We hope that this will give incoming residents a better understanding of what to expect and take some pressure off the adjustment to the home.

### **Methodology**

The problem we are investigating is a solution to improve the channel of communication training between Gemeinschaft and new residents who enter their program. We decided to create a welcoming/informational video that helps the new residents transition into Gemeinschafts program and avoid feeling overwhelmed with the amount of information that is usually told to them on their first day.

We determined that utilizing a semi-structured qualitative interview approach would be the best fit in our methodology for obtaining information for the video. We believe this interviewing approach is suitable for our project because it allows us to incorporate a general guide of questions and topics that ensure the essential information about Gemeinschaft is answered. Additionally, a semi-structured approach also helps to create an informal

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conversational environment that lets our respondents go in-depth and in their own words about the topic at hand. See appendix section for semi-structured interview questions.

So far in this process, we have strictly been conducting semi-structured interviews with our primary contact Dr. Jacovitch to acquire details regarding Gemeinschaft's background, culture, rules, and more, so we better understand how we want to structure the video. We will include a section with a former and current resident of Gemeinschaft in our video. Therefore, we will transition to a formal/semi-structured approach to maintain a consistent and effective interview structure that lets our respondents go more in-depth about their experiences at Gemeinschaft.

### **Means of Analysis**

In our initial meeting, Dr. Jacovitch informed us that Gemeinschaft's problem was not centered on training strategies to improve internal communication within their organization. Instead, Gemeinschaft needed assistance in constructing an efficient communication training channel between their organization and new residents coming out of incarceration to avoid the many overwhelming factors they face when entering their program. Therefore, the scope of our project in creating an orientation video that will help new residents smoothly transition into their program does not include a formal means of analysis section like normal. Alternatively, our methodology solely focuses on gathering insights about Gemeinschaft to construct an orientation video that introduces new residents to the program they will be a part of for the next six months.

### **Results**

We learned about how troubling and overwhelming the transition from prison to a re-entry program can be. Gemeinschaft is built on the principle of community living, which can

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be especially hard for some incoming residents to adjust to after constantly feeling isolated while in incarceration. After getting released from prison there is a lack of direction, Gemeinschaft offers residents the needed direction and stability. At Gemeinschaft, there are rules they must follow, such as not having access to their own money, which can be very frustrating. We hope that this video can set clear expectations and have incoming residents fully understand what to expect when they enter Gemeinschaft.

### **Conclusions and Recommendations**

Our current status within the project is moving towards creating a script that we can follow when it comes time to make the video for Gemeinschaft. In the upcoming weeks, we will begin the videography of Gemeinschaft home to provide a visual aid of the house layout and showcase the facilities and services they offer to their residents. Additionally, we will begin to conduct our interviews with the former and current individuals of the Gemeinschaft program to provide new residents with personal insights into the positive experiences and impact the organization has on people in their situation.

In thinking about the future stages of our project, we have considered a few objectives to ensure that our video meets the organization's and our expectations. Firstly, we want to accurately display in our video all the great facilities, services, and programs that Gemeinschaft offers in order for their new residents to feel like they have a safe and stable home that they can use for their personal growth. Next, we think it's important that this video also helps to build a positive connection and attitude towards the program they're entering. We believe the interviews with current and former residents are a critical part of this objective and we want to ensure the incorporation of their positive experiences make new residents feel immediately welcome in the

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Gemeinschaft community. Finally, we want to also effectively touch on the guidelines and rules of Gemeinschaft so that new residents have a basic understanding of what is to be expected. This is a significant section of the video because these are usually the components that start to overwhelm or anger new residents. Our goal is to provide new residents with enough information on Gemeinschafts rules and expectations that they don't feel overwhelmed but still recognize the structure of the program that they will be a part of.

As for the organization of Gemeinschaft, the communication methods need to be easily accessible for the general public. As the audience of the message seems limited in available resources, they should have multiple communication channels to provide the audience with comprehension. Specifically in finding the most optimal way of attracting and generating funding and popularity for their efforts.

### **Appendix**

1. What are some of the biggest struggles incoming residents face when entering this program?
2. What does Gemeinschaft hope that residents get out of this program?
3. What are some of the rules and expectations that residents must follow when entering this program?
4. What kind of enrichment programs does Gemeinschaft offer residents?
5. What does the day-to-day schedule look like for a resident?

### **References**

<https://www.gemeinschafthome.org/mission--vision.html>



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## Service-learning Program Proposal Summary

The Service-learning Proposal outlines the training video we have created. The proposal goes through our target audience, goals of the training, what is included in the training, the questions asked during interviews, the script for the video, as well as all the sources we used to gather information.



### GemeinSchafft: Service-Learning Program Proposal

#### Service-Learning Proposal

- 1. The target audience for training- who are you training—describe them (Why they are together, demographics, estimated number)**
  - a. Incoming Residents (main focus)
    - i. In the interview, the question will be more geared towards answering incoming resident's concerns
  - b. Individuals in general that want to learn more about GemeinSchafft when looking on their homepage (secondary audience)
    - i. Individuals that are interested in GemeinSchafft will know more about the organization and what the purpose is
  
- 2. Training goals-what is the objective (s) of this training? (Note: This is different from objectives)**
  - a. To give incoming residents a clear understanding of what to expect while living at GemeinSchafft.
  - b. To provide a resource for new residents that will help them transition smoothly into the GemeinSchafft community
  - c. To assist the GemeinSchafft staff with a channel of communication that they can use to help welcome new residents to GemeinSchafft.
  - d. To provide GemeinSchafft with a resource that they can put on their homepage for individuals looking for an introduction about their organization and what they do.
  
- 3. Training Program, including:**

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- a. **Title of program:** Gemeinschaft Welcome Video
  - b. **Length of program:** 5-minute long video
  - c. **Objectives for the session (3-5 objectives) Write 3-5 objectives for the training. Some may be provided but looking at how a good objective should be written, rewrite those that are weak**
    - i. The resident will be able to understand how Gemeinschaft will reintegrate them into civilian life.
    - ii. Residents will develop an understanding of the basic expectations of living at Gemeinschaft.
    - iii. Residents will be able to follow the requirements needed to be successful in the program.
  - d. **Content narrative for the session(s) (including activities, icebreaker, [where applicable], etc) adaptation from the original training. (If allowed)**
    - i. Introduction
      - 1. The explanation of Gemeinschaft's mission, values, and objectives.
    - ii. Expectations
      - 1. Breaking down what is expected for residents at Gemeinschaft.
    - iii. Interviews
      - 1. Conducting interviews to build credibility on the statements provided earlier.
  - e. **Where do you see the teaching strategies and how are they applied?**
    - i. Teaching strategies will utilize the standard story structure
      - 1. An introduction, body, and conclusion.
  - f. **Teaching materials (handouts, exercises) (as needed).**
    - i. Camera
    - ii. Editing software
      - 1. Adobe Premiere Pro
    - iii. Monitor
    - iv. Mouse
    - v. Keyboard
    - vi. Internet
    - vii. Microphone
  - g. **Technical requirements (what is needed for the new revitalized training to work)**
    - i. Short and concise information compacted in a 5-minute long video
      - 1. Well edited and finalized for the general audience

- 4. **Evaluation plan: Include the questionnaire that will be distributed to participants and the interview questions that you will ask of managers or supervisors (which**

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**should include questions about how well the program met the goals you mutually agreed upon). This is beyond any quiz or learning assessment (which is below).**

**What should the trainees be asked about the training?**

- a. Below are the questions we will be asking in our interviews that will be put into the video:
  - i. What are some of the biggest struggles incoming residents face when entering this program?
  - ii. What does Gemeinschaft hope that residents get out of this program?
  - iii. In what ways has Gemeinschaft helped you through this process?
  - iv. What are some of the rules and expectations that residents must follow when entering this program?
  - v. What kind of enrichment programs does Gemeinschaft offer residents?
  - vi. What does the day-to-day schedule look like for a resident?

**5. Consistent style citation of all the references you utilize. You should be doing research for this project. How do you gain expertise?**

- a. Gemeinschaft Homepage
  - i. <https://www.gemeinschafthome.org/>
- b. Gemeinschaft resident handbook
- c. Video editing tutorial citations
- d. In-text video citations for credibility
- e. Jennifer Jacovitch - Public Relations & Outreach Coordinator
  - i. [jacovitch@gemeinschafthome.org](mailto:jacovitch@gemeinschafthome.org)
- f. John Butler - Residence Life Coordinator & Case Manager
  - i. [reslife@gemeinschafthome.org](mailto:reslife@gemeinschafthome.org)

**6. Quizzes or assessment tools for the training [if applicable]. Some clients would like their employees to take a quiz to test their learning. Create a quiz that can be launched into the program. Explain what you created, what format you put it in, etc. What kind of questions will you ask? Include them.**

- a. N/A

**7. Other: include any other aspects of the plan that fits your project.**

- a. Script for Video (already approved by Dr. Jacovitch):

**Intro: (30s - 1 minute) - address to the resident mainly**

- Gemeinschaft is an innovative approach to the restoration in individuals who have been recently released for non-violent offenders
  - We provide cutting-edge therapeutic services to support the transition to the real world with a healthy community living

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- Gemeinschaft is a German word meaning “community”, it is what best describes the expectations and environment at gemeinschaft
  - With Gemeinschaft, there is a structure that gives you the foundation to re-integrate
  - Do not worry, Gemeinschaft will treat you well with hot meals, a warm bed, counseling support, physical health, and courses in a community that will give you home

**Body ( 2 minutes)**

- Show facilities
  - Bedroom
  - Gym
  - Backyard / Garden
  - Basketball hoop
  - Pool Table
  - D Meeting Room / Instruments
  - Kitchen
  - Living Room
  - Farm
  - Women House
  - Bender Building
    - Mandatory for all residents to help resident learn crucial skills
  - Homey, community, constant state of cleanliness, efforts & participation
    - In order for that to happen, we need residents to participate
- Show what they have/expectations everyone must follow (broad)
  - Enrichment activity - life skills
    - Music program
  - Community service - expected to complete at least 15 hours in 90 days
  - Pass Time “Visitation is generally allowed”
  - Religious allowed
  - Money Management Program
  - Laundromat
  - House Rules
    - Be respectful, create a positive community environment
  - Phone expectations

**Interview ( 2 minutes)**

- Day-To-Day - employee
  - Breakfast 6-8 am
  - Lunch 12-1 (bag lunch)
  - Dinner 4-5 pm (fresh/hot prepped - cooked)
- Job/Working expectations - from resident
- Clarifying Questions

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## Conclusion

- Resident Testimonial
- “Motto”

## Timeline

- February 2nd, 2022 - Initial Zoom Meeting
- February 9th, 2022 - first In-person meeting at gemeinschaft’s house
- February 18th, 2022 - Second in-person meet at women’s house
- March 2nd, 2022 - Approval of video script
- April 1st, 2022 - Recording the men’s house
- April 4th, 2022 - Recording interview
- April 8th, 2022 - Video feedback
- April 11th, 2022 - Final Product

## Resident Training Video Summary

Below is our GemeinSchaft Resident Training Video. Our video is meant to help incoming residents adjust and understand what their time will be like at GemeinSchaft. Our video also will help people who are interested in learning more about GemeinSchaft home.

Interviews were pre-approved and given consent to fully participate.

### GemeinSchaft: Resident Training Video

[https://drive.google.com/file/d/1E5IRQrY4mdgMQN1X083e4Tjje\\_J6kKvN/view?usp=sharing](https://drive.google.com/file/d/1E5IRQrY4mdgMQN1X083e4Tjje_J6kKvN/view?usp=sharing)

