

**Center for Student Development**

**2011-2012 ORIENTATION LEADER (OL) PROGRAM INFORMATION PACKET**

Thank you for your interest in an Orientation Leader (OL) position. The Center for Student Development is looking forward to an exciting year filled with memorable experiences. Collectively, Orientation Leaders are responsible for introducing Texas Woman's University to more than 1,000 first-year students along with over 1,000 parents.

**Orientation Leader Mission Statement**

The mission of Texas Woman's University's Orientation Leader Team is to assist incoming students with their transition into our university. The Orientation Leader Team strives to accomplish this by providing an encouraging intellectual, cultural, and social environment for prospective students and their support network. Our goal is for students to learn about their new TWU community through dedication, inspiration, and leadership.

**What is an Orientation Leader?**

An Orientation Leader (OL) is a student leader who assists in a variety of programs that involve helping new TWU students and their families become familiar with TWU campus life. OLs create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates excitement for learning at TWU. OLs help new students adjust to college life.

**What is Orientation?**

The CSD supports TWU's three-step orientation program: Academic Planning & Registration (APR), Pioneer Camp, and University 1011. These programs are designed for new students to become adjusted to TWU and campus life. During APR, the first step of Orientation, students will become acquainted with the academic resources on campus, meet with their advisers, and register for classes. Pioneer Camp, the second step of Orientation, introduces the student to additional resources on campus and allows students the opportunity to develop friendships with members of the campus community. The final step, University 1011, serves to enhance a student's academic skills and abilities to succeed in college courses. Please see visit the Orientation Leader website (<http://www.twu.edu/student-development/orientation-leaders.asp>) for more information.

### **How will it benefit me to be an Orientation Leader?**

As an Orientation Leader, you will have the opportunity to make connections with students, faculty, and staff across the TWU community. You will learn a great deal about University programs and services and become an expert on TWU. The connections you make as an Orientation Leader will also be useful in future employment. You will develop your leadership skills, make long-lasting friendships, and challenge yourself to do new and innovative things.

### **What are the roles and responsibilities of an Orientation Leader?**

- Possess the interpersonal skills necessary for dealing with both new students and parents;
- Serve as positive role models in all they do, inside and outside of their duties as an OL;
- Participate in all Orientation functions;
- Assist with the organization, planning and implementation of orientation activities for the summer;
- Acquaint new students with campus services, activities, facilities, and campus rules and regulations;
- Encourage new students to fully participate in the University environment;
- Assist new students with understanding academic requirements and develop an appropriate class schedule;
- Give campus tours to Orientation participants;
- Participate in the evaluation process of the Orientation program; and
- Additional responsibilities as assigned.

### **What are the essential qualifications to becoming an Orientation Leader?**

- Maintain a 2.5 minimum cumulative GPA from the time of application through Pioneer Camp 2012 (August 25, 2012);
- Completed a minimum of 12 semester hours by the end of Fall 2011;
- Able to communicate and uphold Texas Woman's University's policies and any special guidelines which might apply specifically to the Orientation Program; and
- Maintain good academic and disciplinary standing with the University throughout the program.

### **What are the ideal skills & abilities an Orientation Leader should possess?**

- Value the University and its' mission, "Learn to do by doing.";
- Be a team player and representative of TWU;
- Become knowledgeable of TWU information and be able to relay to students;

- Be willing to learn and grow through the position;
- Possess a high level of maturity;
- Be flexible and willing to put the group's needs above personal needs;
- Value and appreciate diversity in cultures, values, and personality;
- Be an effective communicator with new students and family members;
- Cooperate with other Orientation Leaders, faculty, and staff;
- Maintain a high level of energy and enthusiasm when working long days;
- Be able to adapt and adjust quickly to different situations;
- Be able to analyze information and make informed decisions;
- Be able to accept new tasks and responsibilities; and
- Demonstrate a sense of TWU spirit and pride and value TWU traditions.
- Be able to commit fully to training and OL program

**What is the time commitment required to be an Orientation Leader?**

- All Orientation Leaders must be able to attend **EVERY AND ALL** leadership trainings, OL banquet and celebrations.

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Overnight Retreat	Fri.-Sat., Jan. 13-14,2012	TBA	Briarwood Retreat Ctr.
OL Training	Fri., Jan. 20, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., Jan. 27, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., Feb. 3, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., Feb. 10, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., Feb. 24, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., March 2, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., March 9, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., March 16, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., March 30, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., April 6, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., April 13, 2012	10:00am-1:00pm	ASB 211
OL Training	Fri., April 20, 2012	10:00am-2:00pm	ASB 211

- Orientation Leaders must be available to stay in the residence halls during all 5 summer Academic Planning & Registration's (APR's) and work days before each APR.
- All Orientation Leaders will work all 2-day APR's, each workday (the day before each APR), Pioneer Camp (August 22-25) and one 1-day orientation.
- All Orientation Leaders must participate and "star" in the Orientation Leader Video(s) (including the filming schedule, TBD).
- Orientation Leaders are **only** allowed to take one summer course for the entire summer.
- Term of position: November 2011- August 25, 2012

#### **What is the compensation?**

- Covers all of the 2-day APR sessions, one 1-day orientation session, Pioneer Camp, training, and workdays.
- Payment will be received in increments starting July 1, through October 1, 2012.
- Lodging and meals are provided during each 2-day APR session, the one 1-day orientation session and Pioneer Camp.
- Salaries will range from \$2,500 - \$3,200 (depending on if you are selected to be an Orientation Team Leader, Orientation Translator, or Orientation Leader)

#### **Orientation Dates:**

**Please note these dates are tentative.**

- June 1, 2012\*
  - June 11-12, 2012
  - June 14-15, 2012
  - July 16-17, 2012
  - July 19-20, 2012
  - July 27, 2012\*
  - August 3-4, 2012
  - August 9-10, 2012 (*tentative*)
  - August 21, 2012\*
  - August 22, 2012\*
  - August 22-25, 2012 (Wednesday-Saturday) (Pioneer Camp)
- \*denotes one day orientation session and not all are mandatory

### **Important Dates To Remember:**

- Applications available August 29, 2011
- Applications are due October 7, 2011
- If you are selected for an interview, you will be contacted on Friday, October 14, 2011 and Interviews will be held during the week of October 17<sup>th</sup> & the 24<sup>th</sup>.
- OL Notification will be held on November 11<sup>th</sup>.
- OL Reception will be held on November 18<sup>th</sup>, 12 pm in SU 113.

### **What is the application process?**

- Application and recommendation form must be received no later than 5pm, **Friday, October 7, 2011** in the Student Union 135 (Center for Student Development).
- The criteria for selection as an OL includes your application, your individual and group interviews, personal qualifications, and a sincere interest in making a difference in the life of new students and their families.
- Direct questions to the Center for Student Development at 940-898-3626

The TWU Orientation Leader Program is committed to enhancing the awareness of diversity at TWU. Discrimination and/or harassment based on age, gender, disability, national origin, race, religion, sexual orientation, or any other subgroup within the university community is unacceptable to this organization.

Please submit your application and recommendation form no later than 5:00pm on **Friday, October 7, 2011** to the Center for Student Development, Student Union 1<sup>st</sup> floor. Typed applications are preferred, but not required.

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Major/Minor: \_\_\_\_\_  
 GPA (2.5 required): \_\_\_\_\_  
 Classification: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior  
 Expected Date of Graduation: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 Permanent Telephone: \_\_\_\_\_  
 Local Mailing Address: \_\_\_\_\_  
 Mobile Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Hometown: \_\_\_\_\_  
 If you are bilingual would you feel comfortable translating a session from English to Spanish?

\_\_\_\_\_

Are you applying to be a Resident Assistant?

\_\_\_\_\_

List any campus organizations and service opportunities in which you are active. (Please indicate any officer positions held.)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Please rate yourself on the following qualities:  
 (1 = needs improvement; 5 = superior)**

Demonstrate leadership skills	1	2	3	4	5
Maintain a positive attitude	1	2	3	4	5
Respected by colleagues and peers	1	2	3	4	5
Managing conflict	1	2	3	4	5
Work well with others	1	2	3	4	5
Punctuality	1	2	3	4	5
Overall work ethic	1	2	3	4	5
Approach challenges optimistically	1	2	3	4	5

Please TYPE responses to the following questions on a separate sheet(s) of paper and submit with your completed application. Please limit your response to four typed pages.

1. Explain three reasons why you are interested in being an Orientation Leader.
2. Orientation requires you to exceed your personal comfort zone on many occasions. Give an example of a time when you have exceeded your comfort zone.
3. Orientation Leaders serve as vital role models for the University. Define what you see as qualities of a positive and supportive role model in yourself.
4. What strengths can you bring to the Orientation Leader Team?
5. What type of legacy do you want to leave at TWU?

**Agreement**

I have read and understand the attached responsibilities, requirements, and time commitments. I certify that the information herein is accurate to the best of my knowledge. I give the Center for Student Development permission to verify my GPA and disciplinary standing for the purpose of making application for a 2011 Orientation Leader position. I give permission to the Center for Student Development to use and advertise the information provided as contact information on this application including, but not limited to, the TWU website and Center for Student Development directories.

I understand that I may not attend summer school classes outside of TWU nor schedule any other employment during the scheduled orientation sessions or training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Disclosure Notice**

Disclosure of your student identification number is requested as part of your Texas Woman's University application for an Orientation Leader position. Your student identification number will be used to process your application. Student identification numbers are maintained and used by the Center for Student Development for GPA verification only. Disclosure of your student identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

**Application Recommendation Form**

**Page 1**

Please read and give the recommendation form to a faculty or full-time staff member (not Resident Assistants, Peer Advisors, or graduate assistants) who knows you well enough to respond to the listed items. If you are a freshman, you may use a high school professor or staff member. The recommendation can be turned in with your application or under separate cover. Typed recommendation forms are preferred, but not required.

Applicant: Complete this section prior to distributing to evaluator.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived, but no school or person can require the student to waive this right. Check the desired statement and sign below.

I waive my right to review this recommendation form.

I do not waive my right to review this recommendation form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

To the Evaluator:

This student is applying for a position on the Orientation Leader Team at Texas Woman's University. If selected, this student would help entering students set a foundation for college success; provide information on University services and programs; and create an environment for establishing relationships. You can assist in the selection process by completing this form and returning it directly to the candidate or sending the recommendation under a separate cover to the Center for Student Development, Attention Davida Robinson.

Name of Evaluator: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

How long have you known the applicant?: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**Personal Characteristics:** Check the top five that apply to the candidate.

- |  |                                       |                                      |                                     |
|--|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Accepting of others | <input type="checkbox"/> Creative     | <input type="checkbox"/> Motivated   | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Aggressive          | <input type="checkbox"/> Dependable   | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Sincere    |
| <input type="checkbox"/> Ambitious           | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Organized   | <input type="checkbox"/> Tactful    |
| <input type="checkbox"/> Believable          | <input type="checkbox"/> Ethical      | <input type="checkbox"/> Outgoing    | <input type="checkbox"/> Tentative  |
| <input type="checkbox"/> Caring              | <input type="checkbox"/> Excitable    | <input type="checkbox"/> Patient     | <input type="checkbox"/> Tolerant   |
| <input type="checkbox"/> Charismatic         | <input type="checkbox"/> Friendly     | <input type="checkbox"/> Positive    | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Confident           | <input type="checkbox"/> Honest       | <input type="checkbox"/> Attitude    | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Conscientious       | <input type="checkbox"/> Insightful   | <input type="checkbox"/> Practical   | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Cooperative         | <input type="checkbox"/> Logical      | <input type="checkbox"/> Quiet       | <input type="checkbox"/> _____      |
|  | <input type="checkbox"/> Mature       | <input type="checkbox"/> Reserved    | <input type="checkbox"/> _____      |

**Abilities:** Use the following scale to assess the following skills.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable

- \_\_\_\_\_ Ability to manage time and finish tasks on time.
- \_\_\_\_\_ Ability to solve problems.
- \_\_\_\_\_ Ability to listen and follow directions.
- \_\_\_\_\_ Ability to speak in front of small and large groups.
- \_\_\_\_\_ Ability to accept responsibility for own actions.
- \_\_\_\_\_ Ability to relate well with peers, parents, faculty and/or administrators.
- \_\_\_\_\_ Ability to present a positive image of TWU.

**Please briefly answer the following question: (attach additional pages as needed)**

What sets this applicant apart from other students with whom you work?

General Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ I do not recommend.
- \_\_\_\_\_ I recommend with reservations.
- \_\_\_\_\_ I do recommend.
- \_\_\_\_\_ I strongly recommend this applicant.

**Evaluator, please return this form in a signed and sealed envelope to:**  
Orientation Leader Applicant  
OR  
Center for Student Development  
Student Union 135 or P.O. Box 425379, Denton, TX 76204  
Attention: OL Recommendation/Dauida Robinson

If you have any questions, please contact the  
Center for Student Development at (940) 898-3626.