

Center for Student Development
2009 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 800 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 are 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 www.twu.edu/o-sl/orientation 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 2009 (August 30, 2009);
- Completed a minimum of 12 semester hours by the end of Fall 2008;
- 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.

Event	Date	Time	Location
OL Celebration Luncheon	Fri., November 7, 2008	12:30pm-3:30pm	SU 113
Overnight Retreat	Fri.-Sat., Jan. 23-24, 2009	TBA	TBA
OL Training	Fri., Feb. 6 2008	1:00pm-4:00pm	TBA
OL Training	Fri., Feb. 13, 2008	1:00pm-4:00pm	TBA
OL Training	Fri., Feb. 20, 2008	1:00pm-4:00pm	TBA
OL Training	Fri., Feb. 27, 2008	1:00pm-4:00pm	TBA
OL Training	Fri., March 6, 2009	1:00pm-4:00pm	TBA
OL Training	Fri., March 13, 2009	1:00pm-4:00pm	TBA
OL Training	Fri., March 27, 2009	1:00pm-4:00pm	TBA
OL Training	Fri., April 4, 2009	1:00pm-4:00pm	TBA
OL Training	Fri., April 10, 2009	1:00pm-4:00pm	TBA

** OL Training times may change to 9am-12pm, depending on the OL Team's Friday morning class schedule.

- Orientation Leaders must be available to stay in the residence halls during all 5 summer Academic Planning & Registrations (APR's) (June 15-16; June 18-19; July 13-14; July 17-18; and August 6-7 and tentative August 13-14) and work days before each APR.
- All Orientation Leaders will work all five (5) 2-day APR's, each workday (the day before each APR), Pioneer Camp (August 26-30) and one 1-day orientation.
- All Orientation Leaders must participate and "star" in the Orientation Leader Video(s) (including the filming schedule, TBD).
- Term of position: November 10 2008 - August 30, 2009

What is the compensation?

- Covers all five (5) 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, 2009.
- Lodging and meals are provided during each 2-day APR session, the one 1-day orientation session and Pioneer Camp.
- \$1000 salary to facilitate five (5) APR sessions and Pioneer Camp.
- \$50 salary to facilitate one 1-day orientation session.
- Uniforms are furnished and include one pair of shorts or pants (up to \$20) and two orientation shirts.

Orientation Dates:

- **Freshman Orientation - Fall Term**
 - June 15-16, 2009
 - June 18-19, 2009
 - July 13-14, 2009
 - July 17-18, 2009
 - August 6-7, 2009
 - August 13-14, 2009 (tentative pending)
- Pioneer Camp - August 26-30, 2009 (Wednesday-Sunday)
Please note that these dates are tentative.

Important Dates To Remember:

- Applications available August 25, 2008

**Center for Student Development
2009 Orientation Leader Application**

Please submit your application and recommendation form no later than 5:00pm on **Friday, October 10, 2008** to the Center for Student Development, Student Union 1st 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: _____
 Local Telephone: _____
 Email: _____ Hometown: _____

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 2008 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).

Center for Student Development
2009 Orientation Leader 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.
<input type="checkbox"/> I waive my right to review this recommendation form.
<input type="checkbox"/> 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. 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 under separate cover to the Center for Student Development, Attention Dr. Trisha Van Duser.

Name of Evaluator: _____ Phone: _____
Position/Title: _____
How long have you known the applicant?: _____
Relationship to Applicant: _____

Page 2

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?

Page 3

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 to:
Orientation Leader Applicant
OR
Center for Student Development
Student Union 135 or P.O. Box 425379, Denton, TX 76204
Attention: Candi Westbrook

Please feel free to direct any questions to Candi Westbrook, at (940) 898-3616 or by email at cwestbrook@twu.edu.