OFFICE OF NEW STUDENT ORIENTATION
Orientation Leader Application

Freshman Team 2002

UAB Orientation Team Credo
Written by the 2001 Orientation Leaders

We, the UAB Orientation Leaders, play a key role in the commencement of the students’ collegiate journey. We will provide guidance and assistance in an effort to foster a community atmosphere and connect with new students. We are here to make them feel welcome, encourage them to become involved, and help them get the most out of their college career. Our job is not taken lightly. When we wear the title of Orientation Leader, we are not 23 people. We are one team that shouts friendship, leadership, integrity, teamwork, understanding, diversity, and growth. GO BLAZERS!!!

Mandatory New Student Orientation Interest Sessions:
Interest Sessions provide a detailed explanation of all that is involved in being an Orientation Leader. It includes expectations, stipend information, a calendar of events, questions & answers session, and an opportunity to meet current Orientation Leaders.

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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday</td>
<td>October 12, 2001</td>
<td>11:00 a.m.—12:00 p.m.</td>
<td>HUC Alumni Auditorium</td>
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<tr>
<td>Friday</td>
<td>October 12, 2001</td>
<td>2:00 p.m.—3:00 p.m.</td>
<td>HUC 411</td>
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<tr>
<td>Tuesday</td>
<td>October 23, 2001</td>
<td>11:00 a.m.—12:00 p.m.</td>
<td>HUC 412</td>
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<td>Tuesday</td>
<td>October 23, 2001</td>
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<td>October 24, 2001</td>
<td>5:00 p.m.—6:00 p.m.</td>
<td>HUC 413</td>
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<td>Wednesday</td>
<td>November 14, 2001</td>
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<td>Thursday</td>
<td>November 15, 2001</td>
<td>12:00 p.m.—1:00 p.m.</td>
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Orientation Leaders

Orientation Leaders is a student group designed to assist the Office of New Student Orientation. Orientation Leaders are trained to be mentors to new students and provide important UAB information during orientations. Orientation Leaders play a key role in every aspect of orientation.

Qualifications:

- Must have a cumulative grade point average (GPA) of 2.5 when applying to be an Orientation Leader
- Must have a cumulative grade point average (GPA) of 2.5 throughout your duration as an Orientation Leader
- Must be enrolled in classes for Fall and Spring Semester
- Any UAB student meeting the academic requirements can apply
- Complete the Freshman Team Orientation Leader Application
- Attend an Interest Session
- Complete an Interview Process & be selected

Responsibilities:

- Attend weekly Friday meetings (February - August we will meeting for 2 hours)
- Attend the Joint Leadership Retreat- March 1 - 3, 2002
- Attend the Southern Regional Orientation Workshop- March 15 – 17, 2002
- Attend all practices
- Actively participate in all orientation programs
- Maintain a current email account
- Assist with the assembly of orientation materials for all orientation sessions (including packet-stuffing)
- Call students before every orientation
- Welcome new students and families to the university and assist them in the initial orientation registration and check-in
- Help coordinate and perform educational and entertaining skits for new students and families
- Prepare and conduct well-organized and thorough small group meetings with new students
- Assist advisors with academic advising
- Assist students with registration process
- Serve as an academic and social role model
- Write notes to all students within twenty-four hours after an orientation
- Be supportive and respectful of all members of the Orientation Team, including returning staff and office staff
- Remain flexible at all times. Last minute changes can and will occur at any time!

Summer Class Schedule:

- Due to the orientation schedule, Orientation Leaders are not able to take summer classes during the day that meet on THURSDAY or FRIDAY
- Meet with their academic advisor prior to completing an application
Changes in your summer schedule could result in removal from the Orientation Team.

**Work Schedules:**

- Students who are employed must be able to attend all orientation sessions and activities.
- Meet with your supervisor in advance to be sure he or she can accommodate your orientation schedule.

**Freshman New Student Orientation Schedule – Fall 2002**

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Date</th>
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<tr>
<td>Session I</td>
<td>Thursday &amp; Friday</td>
<td>June 13 &amp; 14</td>
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<tr>
<td>Session II</td>
<td>Thursday &amp; Friday</td>
<td>June 20 &amp; 21</td>
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<td>Session III</td>
<td>Thursday &amp; Friday</td>
<td>June 27 &amp; 28</td>
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<tr>
<td>Session IV</td>
<td>Thursday &amp; Friday</td>
<td>July 18 &amp; 19</td>
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<td>Session V</td>
<td>Thursday &amp; Friday</td>
<td>July 25 &amp; 26</td>
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<tr>
<td>Session VI</td>
<td>Thursday &amp; Friday</td>
<td>August 8 &amp; 9</td>
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<tr>
<td>Session VII</td>
<td>Monday</td>
<td>August 20</td>
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**Benefits:**

- Obtain a wealth of knowledge about UAB history, policies, processes, etc.
- Leadership skills
- Time management skills
- Positive challenges
- Being a mentor
- Make new friends
- Grow in your pride for UAB
- Enhance your marketability as you obtain skills you will need in your future career
- Attendance at the 2 day Leadership Retreat
- Attendance at the Southern Regional Orientation Workshop (March, 2002)
- Orientation paraphernalia
- Meals during orientation sessions
- Competitive Stipend (competitive with other organizations such as Ambassadors, UAB TrailBlazers, etc)

**Interview Dates:**

- November 28, 2001  Hill University Center- Great Hall, Room D
- November 29, 2001  Hill University Center- Great Hall, Room D

**APPLICATION DEADLINE: FRIDAY, NOVEMBER 16, 2001**
**PLEASE TYPE**

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<thead>
<tr>
<th>FULL NAME</th>
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<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
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<table>
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<tr>
<th>SOCIAL SECURITY #</th>
<th>BIRTHDATE</th>
<th>PHONE NUMBER</th>
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<tr>
<th>CURRENT MAJOR</th>
<th>CUMULATIVE GPA</th>
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<tr>
<th>CLASSIFICATION (End of Spring Term)</th>
<th>E-MAIL ADDRESS</th>
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<th>HIGH SCHOOL ATTENDED</th>
<th>H.S. GRADUATION YEAR</th>
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*Please answer the following questions. You may use additional pages if needed.*

Why are you interested in applying for Orientation Leader? What have you heard about Orientation Leaders?

What do you think are the main challenges and concerns facing new students and families today?
What does community mean to you?

Name five of the most important aspects of college that should be covered during New Student Orientation? Please be detailed.

What do you think the role of orientation is in student recruitment, development, and success?

How would you respond to a student who approached you during orientation who is not sure if UAB is the right place for him/her?

Several qualified students will be applying to be Orientation Leaders. Please explain in detail why we should select you.
Please outline the organizations you are involved in or are planning to be involved in during the term of Orientation Leader. Please specify the weekly hours of time commitment and include advisor contacts. (Use additional paper if necessary).

If you are planning on working throughout your duration as an Orientation Leader, how many hours per week will you be working?

How did you hear about Orientation Leader? Please select your answer from the list below.

_____ Newspaper Ad
_____ Faculty/staff
_____ Student Organizations
_____ Posters/Fliers
_____ Former Orientation Leader (who) ________________________________
_____ Other ________________________________

Please list the names, titles, and telephone numbers of two faculty or staff members who will be submitting reference forms regarding your qualifications for this position.

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<tr>
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Dear Evaluator:

You have been selected to provide a character reference for a student applying for UAB’s New Student Orientation Team.

Orientation Leaders assist in the planning, implementation, and evaluation of the New Student Orientation Program. Orientation Leaders play a vital role in assisting new students in their adjustment to the UAB community. We are looking for students who are dedicated, possess strong communication skills, and have a desire to learn about UAB.

Please use the attached form to make your recommendation. Your comments will be given careful consideration by the selection Committee. After completing the recommendation, please place it in a sealed envelope and return it to the candidate. Prospective candidates must have a completed application packet in by November 16, 2001 at 5:00 P.M.

Thank you in advance for your time and prompt response.

Sincerely,

Stacy Patel
Assistant Director of Orientation

Attachment
UAB NEW STUDENT ORIENTATION
ORIENTATION LEADER EVALUATION

The Office of New Student Orientation is seeking responsible, energetic and enthusiastic students to serve as Orientation Leaders. The ideal candidate will have an interest in helping others, a positive outlook toward UAB and university life, a broad base of interests and involvement, an attitude that values teamwork, and sense of humor.

Orientation Leaders provide a vital service to the entire University community. After training they will organize and run activities, conduct small group sessions with new students, and answer questions and concerns from new students and parents. They must be willing to be flexible, patient, and hardworking.

It is essential that this evaluation be completed with careful attention to the objectivity. Based on these criteria, please give your honest assessment of the candidate listed below.

Name: (please print) _______________________________________________

************************************************************************

How do you know the candidate? (Check all that apply)

___ Have supervised the candidate
___ Know from classroom contact
___ Have worked with the candidate in a non-supervisory capacity
___ Know from a personal relationship

How well do you feel you know the candidate?

___ Very well
___ Reasonably well
___ Know casually
___ Limited knowledge

Please use the following scale to answer the questions below:

5= Candidate displays this quality to a very high degree
4= Candidate displays this quality to an above average degree
3= Candidate displays this quality to an average degree
2= Candidate displays this quality to a below average degree
1= Unable to judge
How would you rate the candidate among their peer group (other UAB underclassmen) in terms of:

- Enthusiasm
- Desire to help others
- Willingness to follow directions
- Ability to complete tasks independently
- Positive outlook toward UAB
- Values teamwork
- An ability to work with others (including faculty, staff and students)
- Maturity
- Friendliness
- Politeness
- Appropriate sense of humor
- Sense of responsibility
- Interpersonal skills

Because we rely a great deal upon your perception of the applicant, we hope that you will elaborate on several of the following traits, all of which are likely to affect the success of orientation leaders. We also invite you to describe other traits that are likely to contribute to this applicant’s success. Please attach additional comments as needed.

- Motivation for being an orientation leader
- Ability to work independently
- Ability to work with others
- Dependability
- Communication skills

Do you have any concerns about the candidate’s ability to perform the duties of an Orientation Leader as outlined above?

________________________       _______________________
Name of Evaluator           Title/ Department

________________________       _______________________
Signature      Date

Please return this completed form to the student in a sealed envelope. Thank you for providing this recommendation.
October 1, 2001

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Title/ Department

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Signature

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