2011-2012 University of Tennessee
College of Engineering Student Ambassador Application

When you have completed the application, please print it and return your completed application in person to the Engineering Advising Services office, located in 202 Estabrook Hall.

The Application deadline is 4:00 PM, Monday, February 14.

All materials must be turned in by that time. Nothing will be accepted past this time. Please read the information below carefully before applying.

The College of Engineering Student Ambassadors is a student team of volunteers focused on public relations efforts to support the College of Engineering (CoE). Their main purpose in the College is to assist in recruiting students through conducting campus tours, attending college fairs at local high schools, and writing letters to prospective and incoming students. They work to stimulate community interest in engineering-related activities through participation in activities such as Engineer’s Day, the Scholar’s Invitationals as well as hosting CoE information tables at various campus events.

Eligibility:
Candidates for Student Ambassador must be full-time undergraduate students enrolled in the College of Engineering*. At the time of appointment, candidates must have completed at least 30 semester hours including those in progress, 15 of which are from UT with a minimum cumulative GPA of 2.50. Engineering Co-op students are eligible and encouraged to apply.

Selection:
Preference will be given to students who demonstrate leadership skills, solid personal, social, public speaking and writing skills and who will accurately and responsibly represent our college and academic programs. Enthusiasm and pride in the College is also important, as is a desire to give back to the College and community through volunteering. Each Ambassador is required to volunteer at least 15 hours a semester to CoE Ambassador activities related to recruiting, public relations, and academic programs. This includes attending weekly meetings and time spent traveling to off-campus recruiting events but excludes the Spring Training retreat. He/She should expect to spend approximately 2 hours a week. Student Ambassadors are not paid for their activities. However, upon completion of their volunteer hours for each semester, each Student Ambassador will receive a special Student Ambassador scholarship.

The selection process consists of the submission of an application, along with the recommendation of a faculty member, and participation in an interview process which may include a 3-minute presentation on an engineering topic of the applicant’s choice.

Responsibilities:
Student Ambassadors serve for one year, Fall through Spring semester. Students must also attend the Ambassador Training on Wednesday, March 9th (4-8 pm) as well as some part of the Sneak Peek event on Friday, March 25th.

Continuation for a second year is dependent upon meeting established standards of performance and needs of the program. Each Ambassador is required to volunteer at least 15 hours a semester to CoE Ambassador activities. They are expected to wear their Ambassador uniforms, which are purchased by the CoE, when functioning as an Ambassador.

A Student Ambassador appointment may be terminated at any time at the request of the Student Ambassador. The College may also terminate appointments for students who do not fulfill their roles as Student Ambassadors.
Benefits:

Students selected as Ambassadors will have excellent opportunities to further develop personal, social, communication and leadership skills. Such development will have positive effects upon achieving intended professional career goals. Student Ambassadors are not paid for their activities. However, each student selected as a Student Ambassador will receive a special Student Ambassador scholarship.

The College will also receive a significant public relations benefit from this program. The Student Ambassadors will help prospective students and others understand the value of engineering academic programs at the University of Tennessee. They also have the potential of promoting pride in, and understanding of, the profession of engineering.

*Although it is not administratively a part of the College of Engineering, special arrangements can be made for Biosystems Engineering students to participate as Student Ambassadors.*
I. PERSONAL DATA (complete all data fields in table below)

Name: ___________________
Preferred name: ___________________
Last, first, middle
Preferred phone number for contact (include area code): ___________________
UT ID: ___________________

Current address: ___________________
Permanent address: ___________________

Permanent phone number: ___________________
Gender: ___________________
Classification: (ex: freshman, etc.)

Ethnicity (optional): ___________________
Academic major: ___________________

Provide your UT GPA (minimum 2.5) ___________________
Expected graduation date: ___________________

Current Ambassadors: Please skip to question V.

II. HONORS AND AWARDS (Please enter all pertinent information. Use as much space as necessary.)

Please make a bulleted list of any honors or awards you have received during your high school and college years. (Academic and athletic achievements, scholarships, service awards, etc.)
NOTE: This is an unlimited text field – it will expand as you type.

III. COLLEGE ORGANIZATIONS/ACTIVITIES (Please enter all pertinent information. Use as much space as necessary.)

Please make a bulleted list of organizations of which you are a member, or other activities in which you have been involved or taken part (include offices held and specific involvement, dates, duties, etc.).
NOTE: This is an unlimited text field – it will expand as you type.

IV. WORK EXPERIENCE (Please enter all pertinent information. Use as much space as necessary.)

Please list any full or part-time work experience that you have had while attending The University of Tennessee. Give a brief description of each position held, including company name, dates of employment, and the nature of the work.
NOTE: This is an unlimited text field – it will expand as you type.
V. Please complete the following questions in paragraph form by inserting your answers after each question. (Please enter all pertinent information. Use as much space as necessary.) Note: These are unlimited size text fields – they will expand as you type.

A. What is your strongest quality? How would it benefit you as an Ambassador? How will you make a difference to the Program?

Returning Ambassadors: How has your strongest quality benefited you as an Ambassador? How have you made a difference to the program?

B. Of which aspect of the College of Engineering are you most proud? In what areas do you see need for improvement?

C. What is your perception of the role of the CoE Student Ambassadors? How can the CoE Student Ambassador Program make a difference for the College of Engineering? What are some new ideas you could bring to the Ambassador program that would allow us to better recruit prospective students?

VI. Scheduling Issues Note: These are check boxes, click on selection.

A. I understand that I must be able to work at various recruiting programs throughout the 2011-2012 school year.

☐ YES ☐ NO

B. I understand that I’m required to participate in an Ambassador Training Retreat that will be held Wednesday night (4-8 pm), March 9, 2011.

☐ YES ☐ NO

C. I understand that I must attend all ambassador meetings and represent the College at various events throughout the year except upon prearrangement with the advisor.

☐ YES ☐ NO

D. I understand that continuation in the COE Student Ambassador Program each semester and year is based on my performance, involvement, and maintaining a minimum 2.50 cumulative grade point average. Therefore, the advisors reserve the right not to ask me back for subsequent semesters and years should I not perform as expected.

☐ YES ☐ NO

E. I ☐ WOULD ☐ WOULD NOT be able to work (if asked) during the period June 1 – August 31. CoE Ambassadors will work on an as needed basis. (Being unable to work during the summer will not harm an applicant’s chances for selection.)

VII. Shirt and jacket sizes
The CoE will provide a limited number of shirts or other attire to each ambassador to be worn at official functions such as high school college fairs, Engineers Day, campus tours, and other events as needed. They are to be kept clean. If torn or permanently soiled, they are not to be worn. They should be returned to the Ambassador advisor for replacement.
NOTE: These are check boxes, click on selection.

Sizes:

Polo shirt: Men's □ Small □ Medium □ Large □ XL □ 2XL □
Women's Small □ Medium □ Large □ XL □ 2XL □

Jacket: Men's Small □ Medium □ Large □ XL □ 2XL □
Women's Small □ Medium □ Large □ XL □ 2XL □
Unisex Small □ Medium □ Large □ XL □ 2XL □

IX. **Business cards**
The CoE will provide Ambassadors with business cards. Please provide preferred name to appear on the card.
NOTE: This is an unlimited text field – it will expand as you type.

X. **References**
Please ask 1-2 UT faculty or staff members to submit letters of recommendation and character reference directly to the CoE Student Ambassador advisor, Ms. Lisa Byrd, 202 Estabrook Hall. They must include their names, phone numbers, and email addresses in their letters. Using other students as references is not appropriate.
NOTE: This is an unlimited text field – it will expand as you type.

Please provide the name, phone number and email address of your academic advisor if we may also contact him or her.

XI. **Interview Times**
Interviews will be held Friday, February 25th, Monday February 28th, and Tuesday, March 1st in 103 Estabrook Hall. Please indicate the times you are available on these days. You will be notified if you are offered an interview, as well as the time for which you are scheduled.

Please be prepared to give a 3 minute presentation on the benefits of attending the University of Tennessee College of Engineering during the interview. You will also be asked questions by the selection committee.
Upon completing the application, print it and sign below. Your signature is your acknowledgement that the information provided is accurate and truthful, and that you read, understand, and agree to the information in the following paragraphs.

This page must be included with your application.
If it is missing, your application is not complete.

I understand that all documents part of this application for voluntary service are confidential and the property of the CoE Dean of Students Office. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request. This procedure complies with the Family Rights and Privacy Act of 1974.

I wish to submit this application for the position of CoE Ambassador. I am aware of the responsibilities of this position as specified, and I fully intend to fulfill each one to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form, and all information provided herein is accurate.

I understand that all applications received for CoE Ambassador will go through a review process. Upon completion of all of interviews, I will be notified.

I understand that my signature below authorizes the CoE Dean of Students Office to review my disciplinary file in the Office of Student Conduct and my transcript for verification of my grade point average.

Signature __________________________________________ Date ____________________

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.