2012

NEW STUDENT ORIENTATION

Orientation Leader Application
MEMORANDUM

To: Prospective Orientation Leaders

From: Russell C. Patterson, Co-Coordinator New Student Orientation Program
       Frank Rampello, Co-Coordinator New Student Orientation Program

Subject: Orientation Leaders for 2012 New Student Orientation Season

Congratulations! You are taking the first step in becoming an orientation leader (OL) for the 2012 New Student Orientation season. Being an orientation leader is a great opportunity for students like yourself. OL’s learn valuable leadership, public speaking and communication skills, as well as gaining valuable networking opportunities with the Farmingdale State College faculty, staff and administration. With these solid tools, students who become an OL will have further developed skills that will help them in the real world after graduation. Additionally, OL’s will be required to perform a handful of duties such as leading groups of incoming students in activities planned during the orientation(s), acting professionally as ambassadors of the college, and assisting the orientation staff with other duties as directed, to name a few. Being an OL is a big responsibility, but has great rewards in both the short and long run.

Whether you have been nominated by another OL, Faculty or Staff member, Administrator, or you have just seen the promotional materials being distributed among campus, we welcome you to apply for the position of orientation leader this summer.

Sincerely,

Russell C. Patterson
New Student Orientation Co-Coordinator

Frank Rampello
New Student Orientation Co-Coordinator
Orientation Leader
Fact Sheet and Timeline

Position Description

- OLs play a vital role in helping new students adjust to our campus and community by creating a welcoming and informative environment.
- OLs serve as a resource and reference for student questions related to curriculum, academic procedures, college policies, social adjustment, and campus resources.
- OLs assist in the preparation of Orientation activities and materials.
- OLs assist with implementing the Summer Orientation program throughout the months of June, July & August.
- OLs assist with other Orientation activities throughout the months of September-January.
- OLs are knowledgeable about the campus, act as role models, are leaders, and serve as representatives of Farmingdale State College.
- OLs work collaboratively with a team of other OLs, Coordinators of Orientation, and the Administrative staff.

Job Responsibilities

- Participate in OL training on college policies, educational requirements and services, team building and leadership development.
- Assist with general administrative preparations as needed, before, during, and after each session.
- Facilitate large and small group discussions on college life, academics and degree requirements for graduation.
- Help new students feel comfortable by being responsive to and aware of their needs and concerns.
- Build working relationships with faculty, staff and administrators on campus.

Hiring Criteria

Preference will be given to candidates who meet the following preferred qualifications:
- Farmingdale State College undergraduate who will be attending Farmingdale State College in the Fall of 2012.
- Have a cumulative grade point average of at least 2.50.
- In good judicial standing (no current judicial sanctions).
- Evidence of outgoing personality and co-curricular involvement.
- Ability to maintain a positive and flexible attitude.
- Desire to work with students, faculty, and staff.

Time Commitment and Expectations

- Will be required to work all Orientation programs over the summer.
- Job includes long days, evenings and possible overnights.
- Will be required to work some weekends during the Orientation time period.
- Will be required to work additional programs & events after the initial summer Orientation programs (Until 1/31/13).
- Will not be allowed to enroll in Summer Session classes or hold additional employment during the summer that would conflict with the Orientation Schedule, unless approved by the Orientation Coordinators.
- Maintain a positive attitude toward Farmingdale State College, college policies, professors, administrators, etc.

Compensation and Benefits

- Orientation Leaders will receive a stipend paid in installments over Orientation time period.
- Partial meals during training and while Orientation is in session.
- Orientation staff shirt.
- Leadership experience and effective communication skills.
- Opportunity to develop important relationships with peers, new students, faculty, and staff.

(over)
Selection Process
The Orientation Leader (OL) staff selection process consists of a thorough review of materials (application, academic standing, judicial standing, recommendation, and interviews) for each applicant. All applicants are required to participate in the group interview process. Those selected to continue the process after the group interview will be contacted to complete an individual interview. All applicants will be notified of their status by mail starting March 30, 2012.

Selection Timeline

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<tr>
<th>Date</th>
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<tr>
<td>Wednesday, January 25, 2012</td>
<td>OL Applications Released</td>
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<td>Thursday, February 2, 2012</td>
<td>OL Informational Meeting(s)</td>
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<tr>
<td>Tuesday, February 7, 2012</td>
<td>Roosevelt Hall, Rooms 111 &amp; 109C/D</td>
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<td>Thursday, March 8, 2012</td>
<td>Group Interviews</td>
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<tr>
<td>Tuesday, March 13, 2012</td>
<td>Roosevelt Hall, Room 111</td>
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<tr>
<td>Friday, March 30, 2012</td>
<td>Decision Letters Mailed Out</td>
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<tr>
<td>Wednesday, April 11, 2012</td>
<td>Position Confirmation Due to Student Activities Office</td>
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<tr>
<td>Wednesday, April 25, 2012</td>
<td>Summer 2012 OL Staff Welcome Meeting</td>
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<td>5pm – Roosevelt Hall, Room 111</td>
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Application Materials
Along with this fact sheet and timeline, you will find:
- Orientation Leader Application (2 pages)
- One Orientation Leader Recommendation Form
- Interview Availability Grid
- Academic Major “Fact Sheet”

Completed Applications
OL Application deadline: **Friday, March 2, 2012 by 4:30 pm**
Your application will be complete when the Student Activities Office receives the following:
- Orientation Leader Application including typed answers to the Thoughts and Opinion Questions.
- One recommendation from a Farmingdale State College faculty or staff member.
- Interview Availability Grid. This must be turned in with your application and will be used in scheduling an individual interview if you are selected to participate in an individual interview.
- Academic Major “Fact Sheet”

Summer 2012 Program Dates
Orientation Leader Training Retreat: Late May-Mid June (Specific dates are still T.B.D.)
OL Teambuilding Training(s): T.B.D.
Non-Traditional & Transfer Orientation Dates: June 30 & August 7
Make-Up Program Dates: July 19 & 20 (More dates are still T.B.D.)
First Year (Freshmen) 2-Day Orientations: July 10-11, July 17-18, July 24-25, July 31-August 1
*Please note that above schedule may be subject to change*

**Please keep this sheet for your reference.**

**OL Application Deadline is**
**Friday, March 2, 2012 at 4:30 pm**

Questions? Please contact:
Russell C. Patterson, Student Activities Associate, Student Activities Office
Roosevelt Hall, Room 113 * Phone: 631-420-2103 * Email: Russell.Patterson@farmingdale.edu
General Information

Name: ___________________________________________  RAM ID #: ___________________________________________
(first)  (last)

Farmingdale E-Mail Address: __________________________________________________________

Residence Hall Room # (If Applicable): ________________________________________________

Cell Phone Number: ________________________________________________________________

Home (or summer) Address: __________________________________________________________

(street)

(city)  (state)  (zip code)

Home (or summer) Phone Number: _____________________________________________________

Current Major: __________________________  Minor (If Applicable): _______________________

Previous Major(s)/Minor(s): __________________________________________________________

Class Year in Fall 2012: _______________________  Cumulative GPA: _______________________

Are you a transfer student? ________________  If yes, transferred from: _______________________

Please list any clubs, organizations, jobs, or activities you have been involved with outside of the classroom as a Farmingdale State College student:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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Recommendation

Please list the name and title of the faculty or professional staff member (not undergraduate students) who will be submitting the recommendation form regarding your qualifications for this position. Please provide this individual with the attached recommendation form and inform them of the March 2, 2012 application deadline.

Name: ___________________________________________  Title: ________________________________

Phone: ___________________________  Relationship to you: ________________________________

(over)
Thoughts and Opinions

Answer the following questions and attach your typed responses to this application form:

1. What interests you about being an Orientation Leader (OL)?

2. What was your most significant experience (positive or negative) as a new student at Farmingdale State College? What did you learn from that experience and how would you relate that to new students?

3. In your opinion, what is the most important role or responsibility an OL should have in working with new students?

4. What leadership and organizational skills do you possess? How do these skills relate to the OL position?

5. Describe an experience you have had in relating with people who may be different from you (differences could include cultural, racial/ethnic, age, beliefs, etc.).

6. What does teamwork mean to you and how have you been able to work successfully in a team environment?

Verification of Information

I have read and understood the Orientation Leader position description and responsibilities. I further understand that I will not be allowed to enroll in summer school sessions or schedule any other employment during May 13th 2012 – August 26th 2012 that would conflict with the Orientation schedule, unless approved by the Orientation Coordinators. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Leader are complete, accurate, and true to the best of my knowledge. I give the Orientation Administrators permission to check my academic and disciplinary standing.

Signature: _______________________________ Date: __________

How did you hear about this position? (check all that apply)

☐ Table Tent in Campus Dining Hall(s) ☐ Poster/Flyer
☐ Nomination letter in the mail ☐ Referred by a former OL __________________
☐ Campus E-mail ☐ Other ________________________________

My preferred T-shirt size is: (Male Shirt Style) S M L XL XXL OTHER: _______
(Female Shirt Style) S M L XL XXL OTHER: _______

(Note: This question is not used for staff selection purposes)

OL Application Deadline is
Friday, March 2, 2012 at 4:30 pm

Questions? Please contact:
Russell C. Patterson, Student Activities Associate, Student Activities Office
Roosevelt Hall, Room 113 * Phone: 631-420-2641 * Email: Russell.Patterson@farmingdale.edu
Applicant Name: ______________________ ______________________
(first) (last)

Applicant Signature: _____________________________________________________ Date: ______________________

To the Evaluator: The student listed above is applying for the position of Orientation Leader at Farmingdale State College. If chosen, this student will work with our summer Orientation program helping new students learn about and adjust to the Farmingdale State College community. OLs serve as a resource, reference, and role model for student concerns related to academic procedures, college policies, and social adjustment. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

***EVALUATOR PLEASE NOTE---PLEASE PLACE THIS FORM AND ALL SUPPLEMENTAL MATERIALS TO THIS FORM IN A SEALED ENVELOPE AND ADDRESS IT TO RUSSELL C. PATTERSON, ROOSEVELT HALL ROOM 113***

Name of Reference: __________________________________________________________________________________
E-Mail: ________________________________________________________ Phone Number: ____________________

Position/Title: ______________________________________________________________________________________

How long have you known the applicant? ____________ In what capacity do you know the applicant? _________________

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

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Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.

Please list any personal characteristics you believe may deter this candidate from being a successful Orientation Leader.

Please provide any additional information on the applicant’s abilities and potential to succeed in this position on the reverse of this sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

☐ Recommend Highly  ☐ Recommend  ☐ Recommend with Reservations  ☐ Not Recommend

Recommender's Signature: ______________________ Date: ______________________

Please return this Recommendation Form to Russell C. Patterson, Roosevelt Hall Room 113.
Thank you!
Please mark the times during a typical week in Spring Semester 2012 in which you WILL NOT BE AVAILABLE.

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This grid will be used in scheduling an individual interview if you advance to that stage of our selection process.

You will be notified via your Farmingdale email on Thursday, March 15, 2012 of your individual interview time and location.

Individual interviews will be approx. forty-five (45) minutes long and will take place between Monday, March 19, 2012 – Friday, March 23, 2012.
On this form, you will find the most common questions new students may ask about their individual major. You are to answer these questions about your individual major as honestly as possible. Remember, these questions are worded rather tricky, and as such, you will need to think about how you would respond to such a question if asked by a new student to the college. Remember…there are certain ways to address a “negative response”, you want to be positive in all your answers and you also don’t want to scare or intimidate the new student, however, you want to be honest.

Major: __________________________________________

Positive Things About the Major: __________________________________________

________________________________________________________________________

Negative Things About the Major: __________________________________________

________________________________________________________________________

Best Teachers (and Why): __________________________________________

________________________________________________________________________

Most Difficult Teachers (and Why): __________________________________________

________________________________________________________________________

Best Classes to Take (and Why): __________________________________________

________________________________________________________________________

Most Difficult Classes to Take (and Why): __________________________________________

________________________________________________________________________

Most Boring Part(s) About the Major: __________________________________________

________________________________________________________________________

AVERAGE SEMESTER PRICE FOR BOOKS: __________________________________________

Any Other Advice You Would Like to Share About the Major:
________________________________________________________________________
________________________________________________________________________
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You Can Use the Back of This Sheet For More Information If Needed.
2012 NEW STUDENT ORIENTATION SCHEDULE

MANDATORY OL TRAINING

Late May-Mid June (Specific Dates still T.B.D.) .............................................. OL Training/Leadership Retreat
Wednesday, June 13th .................................................................................. OL Packing Night
Sunday, June 24th ...................................................................................... OL Summer Start-Up
TBD ............................................................................................................. OL Teambuilding Event
TBD ............................................................................................................. OL Teambuilding Event

ORIENTATION PROGRAMS

Saturday, June 25th ..................................................................................... Non-Trad/Transfer Orientation
Tuesday, July 10th – Wednesday, July 11th .............................................. Freshmen (2-Day) Orientation
Tuesday, July 17th – Wednesday, July 18th .............................................. Freshmen (2-Day) Orientation
Thursday, July 19th – Friday, July 20th (If Needed) ............................... Make-Up Freshmen Orientation
Tuesday, July 24th – Wednesday, July 25th .............................................. Freshmen (2-Day) Orientation
Tuesday, July 31st – Wednesday, August 1st ............................................ Freshmen (2-Day) Orientation
Tuesday, August 7th ..................................................................................... Non-Trad/Transfer Orientation

ADDITIONAL OL WORK

Monday, August 27th – Thursday, August 31st ........................................ Student Affairs Welcome Tent
Fall 2012 (Specific dates are still TBD) ..................................................... Compliance Orientation Sessions
Sunday, November 4th ............................................................................... Open House
January 2012 (Specific dates are still TBD) ............................................. January New Student Orientation
January 2012 (Specific dates are still TBD) ............................................. Compliance Orientation Sessions