

Douglass College

2002 - 2003 Douglass Orientation Committee Application Packet

Office of New Student & Diverse Community Programs

Thank you for your interest in the Douglass Orientation Committee (DOC). Each year a group of enthusiastic, responsible Douglass students are selected to be a part of DOC and assist with orientation. Orientation is an on going process designed to help new students and their families make a successful transition into Douglass College and become active members of its diverse community. As a member of DOC you'll gain/improve marketable leadership skills through participating in a sub-committee, planning programs, working within a budget, public speaking, being a team member, and best of all, having the satisfaction that comes from knowing you've made a positive difference in a new student's first days at Douglass! If you're interested in joining this team of student leaders who accomplish their goals through collaboration, creativity, fun and school spirit, then please consider applying!

Optional Information Sessions

Monday, October 28th, 8:00 pm, DCC, Room D
Sunday, November 3rd, 6:00 pm, DCC, Room D

Application Deadline

Thursday, November 7th by 5 pm

**Return Application to, and sign up for a Group Interview at the Office of
New Student & Diverse Community Programs.**

**(Located in Jameson H-2, adjacent to Cabaret Theatre. Step up into the archway
and ring the bell to your right. You'll see a sign that says Office of Residence Life)**

Questions? Attend an Information Session or Contact:

Melanie Miller, DOC Chairwoman at melmil@eden.rutgers.edu

Or

**Dr. Kim Owens, Director New Student & Diverse Community Programs at
kowens@rci.rutgers.edu or 732-932-9894**



Qualifications

A DOC member must:

- ◆ Exhibit leadership potential.
- ◆ Be committed to the goals of orientation.
- ◆ Be responsible, enthusiastic, mature, dependable and flexible.
- ◆ Be able to work with a diverse group of people.
- ◆ Be self-motivated and team-oriented.
- ◆ Be able to accomplish goals in a timely manner and have excellent follow through skills.
- ◆ Be punctual.
- ◆ Be willing to learn new skills, try new things, meet new people, and above all, have fun.

Responsibilities

- ◆ Attend and participate in all training sessions/meetings.
- ◆ Develop and implement a variety of orientation programs.
- ◆ Be an active member of a DOC subcommittee.
- ◆ Be knowledgeable about Douglass College & University policies, procedures and services. Be a resource for new students & their families.
- ◆ Assist with placements tests, academic advising & course selection process in May & September.
- ◆ Participate in all Fall Orientation activities.
- ◆ Represent Douglass College in a positive & professional manner.
- ◆ Encourage the development of school spirit.
- ◆ Participate in Open House and other recruitment events on a rotating basis.
- ◆ Complete a formal evaluation of the Orientation Program.
- ◆ Assist in the selection of new members for the upcoming year.
- ◆ As a group, develop and participate in at least one community service activity during the year.

Eligibility & Term of Membership

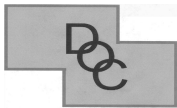
- ◆ All Douglass Students and Douglass Affiliates who will not be graduating in May 2003 are eligible to apply.
- ◆ Applicants must have a cumulative GPA of 2.25 or higher. (If you feel that there are extenuating circumstances that have impacted your academics, please attach an explanation to your application.)
- ◆ DOC Members must commit to two semesters (January, 2003 – December, 2003).
- ◆ Membership is renewable.
- ◆ DOC Members may also hold other leadership positions such as PAL, RA or RPA to name a few.

Required Activities

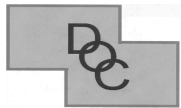
- ◆ **Application Submission– Deadline is Thursday, November 7, 2002 @ 5:00 pm.**
- ◆ **Group Interview**—Sign up when application is submitted.
- ◆ **DOC Welcome Meeting for New Members**—Sunday, December 8, 2002 @ 6:00 pm.
- ◆ **Leadership Retreat**— Sunday, February 2, 2003.
- ◆ **Spring Semester Regular Meetings-** Meetings are to be held every other week on a specific day chosen by the new 2003 Douglass Orientation Committee. In the event that a day of the week cannot be agreed upon, the default meeting night will be Sunday, from 8:00pm-9:30pm. Members may miss one meeting per semester.
- ◆ **Open Houses and Other Supplemental Programs on a rotating basis during the year.**
- ◆ **Working towards and completing committee goals outside of meetings.**
- ◆ **Community Service Activity** – To be developed by the committee.
- ◆ **Placement Tests**—May 10 & 11, 2003, attend either date.
- ◆ **Course Selection**—May 17, 2003
- ◆ **Fall Training**
- ◆ **Fall Orientation**
- ◆ **Fall Semester Meetings** – Dates TBA
- ◆ **Recruitment for New Members** - October, 2003

Member Benefits

- ◆ Gain significant leadership experience.
- ◆ Opportunities for summer employment and summer housing.
- ◆ Small stipend.
- ◆ Other goodies along the way.



2002-2003 Douglass Orientation Committee Application



_____	Last Name	_____	First Name	
_____	ID Number	_____	PO Box #	
_____	Email Address	_____	Phone	
_____		T-shirt size		
<u>Off Campus Address</u>		OR	<u>On Campus Address</u>	
_____	Street Address	_____	Residence Hall	
_____	City, State, Zip	_____	Room/Apt. #	
<u>Summer Contact Information (If Known)</u>				
_____	Street Address	_____	Phone	
_____	City, State, Zip	_____	Email	
<u>Academic Information</u>				
_____	Expected Graduation Year			
_____	(Intended) Major			
_____	Cumulative GPA (Minimum 2.25 required. If you feel that there are extenuating circumstances that have impacted your academics, please attach an explanation to your application.)			

Respond to the following questions on separate paper. Include your ID Number but NOT your name on each page. Applicants may use up to two pages, maximum, double spaced, 12pt. font, one inch margins.

1. Describe why you want to be a member of DOC, the qualities that you possess that will enhance the committee, and what you hope to learn from the experience.
2. In your own words, explain the purpose of a college orientation. How does this purpose apply to Douglass, a liberal arts and women's college?
3. Identify a few issues that new students typically face during the first semester of college, and describe how orientation programs can be used to address/prevent these issues.

Reminder: Application Deadline is Thursday, November 7, 2002

Sign Up for a Group Interview when Submitting Your Application