



## **O-TEAM MEMBERSHIP REQUIREMENTS**

### **Overview Document 2018-2019**

#### Brief Description

Membership on the LaGrange College Orientation Team (O-Team) has long been considered one of the institution's most prized student leadership positions. O-Team members represent the College and welcome incoming students as well as their families to campus during summer orientation sessions and First Week. The O-Team sets the tone for how all incoming students start their college experience! Namely, O-Team members must be available to set up facilities, greet incoming students, mentor individual O-Team student groups, assist with course registration, attend workshops, and be available for questions at all times during orientations and First Week. Likewise, in the coming year, the College will be asking O-Team members to follow up with individual students upon request during the academic year – this individualized outreach will be the core of a new retention strategy being implemented by the school. We are looking for individuals who love the institution and have the time, energy, and dedication to serve our incoming students.

#### Requirements

- Cumulative GPA and most recent semester GPA of 2.6
- Be a student in good standing and registered for 2018 Fall semester classes
- Permit the College permission to review any institutional disciplinary records that may exist.
- Be available to work at least two orientation sessions and all of First Week (unless written permission is provided by the Dean of Students) – this includes excluding yourself from all work-related duties and spending the entire days working on O-Team tasks . . .
  - Orientation Session I: June 6 (evening), June 7 (all day), & June 8 (until noon)
  - Orientation Session II: June 13 (evening), June 14 (all day), & June 15 (until noon)
  - Orientation Session III: July 11 (evening), July 12 (all day), & July 13 (until noon)
  - Orientation Session IV: August TBA
  - First Week: August 24 (evening) – August 28
- Your assistance with Transfer Orientation may also be requested, especially if you are a transfer student to LaGrange College. These dates are:
  - Transfer Orientation Session I: July TBA
  - Transfer Orientation Session II: August TBA
- Be able to attend our O Team Group Interview
  - Sunday, March 11 (2pm – 5pm)
- Be able to attend 2 mandatory weekend trainings
  - Sunday, March 18 (2pm – 5pm)
  - Sunday, April 15 (2pm – 5pm)
- Be available for specialized training on targeted retention outreach in the Fall and be open to meeting with individual students throughout the academic year upon request of the College as part of the institution's student retention efforts

#### How to Apply

- Complete the 2018 O-Team Application and attach required essay.
- Get the O-Team Recommendation Form completed and signed by either your Cornerstone instructor or your current advisor.
- Print and submit the application to the appropriately labeled box in Smith Hall, Room 124 (you may include the recommendation form if it is given back to you).
  - Due by 5 pm on Wednesday, March 7<sup>th</sup>.
- When you submit your application, sign up for an interview time. Interviews will be conducted March 12<sup>th</sup> – 15<sup>th</sup>.
- You are also required to attend a group interview session on Sunday, March 11<sup>th</sup> 2pm – 5pm.
  - Casual dress is fine with the group interview.
- Arrive promptly for your interview (business casual attire suggested).

If you have any questions or concerns, please contact Katie Mosley (706-880-8112 / [kmosley@lagrange.edu](mailto:kmosley@lagrange.edu)).



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### 2018 O-TEAM APPLICATION

When possible, please type this application. Applications and supporting documents (see below) should be turned in as a single packet to **Smith Hall, Room 124, by no later than 5:00 pm on Wed., March 7<sup>th</sup>.**

Name:

Classification (please check the best option):

Rising Sophomore    Rising Junior    Rising Senior    Graduate Student    Other:

Major(s):

Minor(s):

T-Shirt Size:

Current Cumulative GPA:

2017 Fall GPA:

Cell Phone Number:

Preferred E-Mail:

Have you been a member of the O-Team before:    No    Yes - If yes, when:

Greek Membership (please circle the best option):    Not Greek    ΑΔΓ    ΔΤΔ    ΠΚΦ    ΑΟΠ    ΚΔ    ΦΜ

If LaGrange College athlete, please list sport(s):

In the space below, please indicate where you will be living this summer

- Many of you will have multiple residencies over the summer. For example, you may live at home for a portion and then take summer classes here on campus. In the space below, please list the addresses where you will be living, the dates you will be there, and miles these locations are from LaGrange.

In the space below, please list other time commitments you will have this summer (i.e., job(s), summer school, athletic practices, etc.)

In the space below, please list any campus organizations you are a part of as well as leadership positions held. Likewise, please also include other service or leadership related activities that you have taken part in during the past two years.

Please attach a document which, in no more than 500 typed words, explains why you want to be part of the 2018 O-Team and what you hope to accomplish as a member of the 2018 O-Team.

*By signing below, you acknowledge that you have read the O-Team Membership Requirements and that you are able to meet these requirements if selected to the 2018 O-Team. You also acknowledge that all information provided is accurate and understand that you must update any information should your situation change after submitting this application.*

Printed Name:

Signature & Date: \_\_\_\_\_



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### 2018 O-TEAM RECOMMENDATION FORM

To be completed by the applicant's Cornerstone professor or current academic advisor

\_\_\_\_\_ has applied to be a member of the 2018 Orientation Team (O-Team). O-Team members represent the College and welcome incoming students as well as their families to campus through summer orientation sessions and First Week. O-Team members must be available to set up facilities, greet incoming students, mentor individual O-Team student groups, assist with course registration, attend workshops, and be available for questions at all times during orientations and First Week.

#### To be completed by the O-Team Applicant

In accordance with the Federal Education Right to Privacy Act,

\_\_\_\_\_ I waive my right to view this recommendation. \_\_\_\_\_ I retain my right to view this recommendation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### To be completed by the individual providing a reference for the O-Team applicant named above

Please compare the applicant to other L.C. students on the following items.

	Below Average	Average	Above Average	Superior	Unable to Comment
1. Punctuality	_____	_____	_____	_____	_____
2. Communication skills	_____	_____	_____	_____	_____
3. Organizational skills	_____	_____	_____	_____	_____
4. Leadership abilities	_____	_____	_____	_____	_____
5. Ability to generate enthusiasm in others	_____	_____	_____	_____	_____
6. Relates well to a diverse group of people	_____	_____	_____	_____	_____
7. Sense of responsibility	_____	_____	_____	_____	_____
8. Maturity	_____	_____	_____	_____	_____

**Please answer the following questions (you may attach an additional page if needed).**

1. What are the applicant's strongest characteristics?
2. What are some areas in which the applicant may grow?
3. Do you foresee any issues or concerns with this student working on the O-Team?

Additional comments:

I recommend this student for the O-Team (please check the appropriate box below):

Strongly Agree\_\_\_\_ Agree\_\_\_\_ Disagree\_\_\_\_ Strongly Disagree\_\_\_\_ Cannot Comment\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please either return to student or return to Katie Mosley, Director of Student Involvement (Smith 119) no later than 5 pm on Wednesday, March 7<sup>th</sup> for full consideration (if late, just let Katie Mosley know it is coming).**