



4.8 SDC Ambassadors

SDC Ambassadors shall be governed by the SDC policies in general, and by the following guidelines in particular.

Purpose

SDC Ambassadors represent the SDC and the majors within it at school, university, and college recruitment events, assist with visiting prospective students and families, and help maintain and develop future ambassadors.

Participation

Participation shall not exceed nine (9) members during the current academic year. Participation will be limited to a maximum of two (2) ambassadors per degree program (not including lead ambassador). Senior status, graduation status, and leave status of current ambassadors will be considered when determining the need for new ambassadors for each major.

Eligibility

Active ambassadors must be currently enrolled and certified in one of the SDC major programs, and have a minimum 3.0 WSU cumulative grade point average or better. If at the end of any semester an ambassador drops below a cumulative grade point average of 3.0, that ambassador will be required to meet with the academic coordinator/advisor in charge of the program, along with the student's program head, to determine their continuation in the ambassador program. If an ambassador changes to a major outside of the SDC, he/she will be dismissed from the ambassador program. Additional causes of dismissal may include failure to adhere to participation expectations as well as violations of the Code of Conduct. The advisors may dismiss or add ambassadors at any time.

Participation as an ambassador will not be denied to any student because of race, religion, gender, age, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran.

Selection

Selection shall be accomplished under the guidance of the academic program unit (APU) with the assistance/approval of program heads. Selection of new ambassadors will occur at the beginning of the fall semester each academic year.

- *Eligibility.* Students must be certified in an SDC major and be currently enrolled in classes for that major. They must have completed at least one year at WSU and hold a minimum 3.0 GPA.
- *Hiring Process.* Applications will be accepted during the first two weeks of the fall semester. Applications will consist of general student information along with a one-page statement discussing why they want to be an ambassador and the experiences and qualifications they have to offer the program. All applications must be submitted via email.
- *Selection Process.* Applicants who meet the selection criteria will be interviewed by academic program staff. Final selections will be made by academic program staff with

approval from the program heads. Applicants will be informed of the outcome of the selection process by email.

Honorarium

Ambassadors will receive an honorarium in the spring semester (up to \$500 for student ambassadors and up to \$1000 for lead ambassador) pending satisfactory fulfillment of expectations and requirements of the position(s).

Evaluation

Participation shall be for a term of one academic year (fall/spring semesters). Ambassadors in good standing wishing to serve more than one term must go through a review before the end of the spring semester. Academic program staff will conduct the review process and make decisions regarding retention and/or release of current ambassadors (notifying program heads as necessary). The criteria to be evaluated include attendance at and participation in recruitment events and membership meetings, and academic status information (grade point average and continued SDC enrollment). Upon graduation or completion of service, exit interviews may be conducted to continuously improve the program.

SDC Ambassadors Advisory Committee

Under the current SDC structure, the Ambassadors Advisory Committee, or the “advisors,” will consist of the academic coordinators, the academic program manager, and the director. The chair of the committee will be the Academic Coordinator for Architecture and Interior Design. The chair will oversee selection, evaluation, retention, and recognition; maintenance of roster and event scheduling; organize trainings and meetings; and provide needed materials and recruitment supplies.

Ambassador Positions

- *Lead.* The lead ambassador will work directly with the advisory committee chair. Their duties may include attending all recruitment events and ensuring set up and take down of materials and displays; recording notes at meetings and distributing them to all ambassadors and advisors; scheduling practice sessions; keeping a current contact sheet for all ambassadors and advisors; recording attendance at all meetings and required events; coordinating coverage at recruitment events and prospective student visits; and maintaining a handbook that can be passed down to each new lead.
- *Student Ambassadors.* Student ambassadors will attend all required trainings and meetings, recruitment events (as scheduled), and be available to help with prospective student visits/events as necessary.
- *Meetings.* Meetings shall be held monthly to conduct regular business, i.e., training, scheduling, etc. Event preparation and practice meetings will be held two to three times a month as the recruitment season starts.

Expectations

Attendance at all meetings, training workshops, and recruitment events are mandatory. Failure to meet this requirement with two unexcused absences will result in dismissal from the ambassadors and forfeiture of honorarium. Excused absences are allowed during the academic year for university-sanctioned activities or extracurricular events that conflict with the scheduled

meeting(s). Advance notification of all absences, including course-meeting conflicts, must be reported to the lead ambassador for approval and documentation.

Absences

It is the responsibility of the ambassador to find a replacement for any missed event and to inform the lead ambassador of who the replacement is at least two (2) days prior to the event.

- *Approved Absences.* Approved absences for university-sanctioned events. University-sanctioned events may include but are not limited to: internships, study abroad, undergraduate research trips and conferences/trainings. An active ambassador may take a semester leave of absence for a university-sanctioned event and during this leave of absence the ambassador will retain "active" membership. In addition, with the approval of the advisors, ambassadors are eligible to request a semester leave of absence for academic or personal reasons (i.e. heavy class load, work, etc.). A written request must be received by the chair six weeks prior to semester-end.

Dress Code

Ambassadors are expected to dress in business casual attire. It is important to represent the school in a professional way, while still maintaining a connection to age and setting appropriate in college. It is recommended that both male and female ambassadors wear their assigned ambassador polo or an alternate plain black polo with no graphics. Pants will either be tan or gray khakis, or the option of professional jeans for certain events. Shoes should be professional, closed-toe and preferably a dark color. If available, ambassador nametags shall be worn at every event.

(See next page for Code of Conduct and signature of acceptance)

Code of Conduct

- *Teamwork.* The ambassador team works best as a cohesive unit with each member unique in his/her skill sets, knowledge, and experience. It is important to maintain a positive relationship and share your knowledge and experience with your fellow ambassadors.
- *Communication.* Communication as an ambassador is highly situational, however, a professional disposition is always preferred. Colloquial communication may be seen as appropriate in some situations with students in a non-business setting. When in doubt, always error on the side of professionalism.
- *Behavior.* The ambassador team is a blend of friendship and business. The following are guidelines to govern the unique situations that come along with this blend:
 - Show respect for fellow ambassadors during all ambassador-related events.
 - Leave ambassador-related conflict at the meeting table.
 - Leave personal conflict at home.
- *Punctuality.* It is important to be on time to meetings and events. If you cannot attend a meeting or event, you must contact the lead to allow for arrangements to be made.
- *Camaraderie as a Resource.* If ever in doubt or in need, know that you have an entire team of support in your fellow ambassadors, advisors, and SDC personnel.

As a representative of the SDC and WSU, it is the responsibility of ambassadors to conduct themselves as professional and responsible members of the student body. One should act with respect at all times, communicate in a professional manner, abide by all that is outlined for a student to maintain the status of an ambassador, and embrace the diversity and synergy of the ambassador team.

By signing below, I (student name) agree to abide by this code. I understand that any violation perceived by a fellow ambassador, advisory committee member, or faculty member will be reviewed and may subject me to proper disciplinary action, including termination of ambassador status.

Signature

Date