



## **4.8 SDC Ambassadors**

The name of this organization shall be the School of Design and Construction (SDC) Ambassadors, which shall be referred to in this document as the “ambassadors.” The ambassadors shall be governed by the SDC policies in general and by the following guidelines in particular.

### **Purpose**

The SDC Ambassadors are organized to:

- Represent the SDC and the majors within it (Architecture, Interior Design, Landscape Architecture, and Construction Management) at Washington State University (WSU) recruitment events (Academic Fairs, Experiences, Future Cougars of Diversity, Junior Preview, etc.), as well as various events for the college(s).
- Assist with visiting prospective students and families, as needed.
- Help maintain and develop future leaders (ambassadors) within the SDC and WSU.

### **Membership**

Membership shall not exceed twelve (12) members during the current academic year. Membership will be limited to a maximum of three (3) undergraduate ambassadors per degree program. Senior status, graduation status, and leave status of current members will be considered when determining the need for new members for each major.

### **Eligibility**

Active ambassadors must be currently enrolled and certified in one of the SDC major programs, and have a minimum 2.7 WSU cumulative grade point average or better. If at the end of any semester a member drops below a cumulative grade point average of 2.7, that member will be required to meet with the SDC Ambassador Advisory Committee (henceforth known as the “advisors”) to determine their continuation in the ambassador program. If a member changes to a major outside of the SDC, that member 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 members at any time.

Membership in the SDC Ambassadors 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 advisors with the assistance of the ambassador membership. The advisors shall make final decisions concerning who will become a member. Problems and/or concerns that arise will be addressed through the advisors. Selection of new members for the following fall semester will occur each April.

- *New Member Eligibility.* Students eligible for ambassador membership must be certified in a SDC major and be currently enrolled in classes for that major. They must have

completed at least one semester at WSU. A student nominee must have a minimum 2.70 WSU GPA.

- *Nomination Process.* Nominations will be accepted from SDC faculty, academic coordinators, and current ambassadors in good standing. Each SDC program may nominate up to four students per nomination request period. Each current ambassador may nominate two students per nomination request period. Nominations will consist of general student information and a brief statement about positive qualities observed in the student and/or why the student is qualified to serve the SDC as an ambassador. All nominations must be submitted to the advisors chair via email. Self-application without nomination may occur and be accepted if a special membership drive is hosted by the ambassadors and the applicant attended the event.
- *Selection Process.* Nominees will complete a one-page statement/application discussing why they want to be an SDC Ambassador and what they have to offer the program. This statement must be emailed to the advisors chair prior to their appointed interview date. Nominees who meet the selection criteria will be interviewed by members of the advisors and selected ambassadors representing each major. Nominators will not take part in their nominee's interview process. Feedback from all selection participants will be considered. The advisors will make the final selections. Nominees will be informed of the outcome of the selection process by email.

### **Evaluation**

Membership in the SDC Ambassadors shall be for a term of one academic calendar year. Members in good standing wishing to serve more than one term must go through a membership review each year before the end of the spring semester. The advisors will conduct the review process. 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). The advisors will then make decisions regarding retention and/or release of current ambassadors and notify program heads as necessary. Upon graduation or completion of an ambassador's service, exit interviews may be conducted to continuously improve the SDC ambassador program.

### **Optional University Credit**

University credit, in the form of one (1) credit hour per semester of SDC 499 class (pass/fail only), is an option for those who have fulfilled the responsibilities of an ambassador as stated in this document. After consulting with their academic advisor, ambassadors must submit an email requesting enrollment into the 499 class to the advisor.

### **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. At the discretion of the advisors there may be an ambassador facilitator appointed. The chair of the committee will be the Academic Coordinator for Architecture and Interior Design.

- *Duties.* Ambassador membership selection, evaluation, retention, and recognition. Maintenance of membership roster and event scheduling of ambassadors and locations for each event. Organize training and membership meetings; provide needed materials for both. Ordering of recruitment supplies. Disciplinary actions as needed.

- *Ambassador Facilitator.* The ambassador facilitator will work directly with the advisory committee chair. Their duties may include recording notes at all 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; working directly with the advisors' chair to determine excused and/or unexcused absences; and maintaining a "Facilitator Notebook" that can be handed down to each new facilitator.
- *Meetings and Events.* 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.

### **Participation**

Participation shall be considered each member's individual responsibility. 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. 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 advisors' chair for approval and documentation.

### **Absences**

It is the responsibility of the ambassador to find a replacement for any missed event and to inform the advisors' chair 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 advisors' 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.

### **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: 1) Show respect for fellow ambassadors during all ambassador-related events. 2) Leave ambassador-related conflict at the meeting table. 3) 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 advisors 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.

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Signature

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Date