Week of Welcome (WOW) Team Returner 2018 Application

General WOW Team Information

WOW Team works under the supervision of Orientation Board, the Program Coordinators, and the Director for New Student & Transition Programs. The WOW program is comprised of a team of student leaders and university officials who provide an introduction to academic and social resources while encouraging awareness and promoting relationships with the campus and community. The WOW Team will be trained to develop a knowledge base of academic & social resources, general awareness topics, social and self-awareness, and skills such as professionalism, customer service, and event planning among others. Team will assist in training Orientation Leaders and as well as playing a crucial role in the development and execution of year-round programming.

WOW Team Returner Responsibilities

- Provide context and give advice on team member responsibilities
- Take initiative to complete tasks at all levels
- Lead team building opportunities
- Demonstrate critical thinking and independent problem solving
- Act as a role model to those they interact with
- Educate and evaluate leaders in training in preparation for Student Life Orientation Days (SLO Days) and the Week of Welcome
- Engage in leadership development and supplement where necessary
- Assist in special projects as capable
- Engage with the Cal Poly, San Luis Obispo community
- Act as a liaison and professional ambassador when representing New Student & Transition Programs and Cal Poly

WOW Team Returner Qualities and Expectations

Attitude

- Demonstrates motivation to grow personally and professionally with clear intentions of improving New Student & Transition Programs
- Demonstrates flexibility with program evolution
- Eagerly participates in the implementation and planning of new ideas and special projects
Supports and upholds changes to New Student & Transition Programs
Aware of attitude and its influence on your environment

Collaboration
- Facilitates opportunities to engage with diverse personalities
- Critically thinks about successful conflict resolution
- Models how to ask for help and offer help as needed

Communication
- Active listener who demonstrates an open mind to differing opinions
- Superior ability to express themselves in an organized fashion in social and professional settings
- Accepts and strives to implement honest and constructive feedback
- Respectfully provides honest and constructive feedback when appropriate
- Preserves open lines of communication to all levels of New Student & Transition Programs

Dependability
- Models effective time management including, but not limited to, school work, WOW Team commitments, and other co-curricular activities
- Takes responsibility and initiative by completing tasks on all levels in a timely fashion
- Produces high quality work efficiently

Embodiment of the Mustang Way
- Demonstrates pride, responsibility, and character
- Serves as role model to new WOW Team members, current students, new students, faculty, staff, and the San Luis Obispo community

Inclusion
- Intentionally engages and leads discussions surrounding respect, diversity, inclusivity, and privilege
- Actively seeks to understand and incorporate different ideas from their own
- Creates and fosters an inclusive environment with in all interactions

Professionalism
- Understands and upholds the values of New Student & Transition Programs
- Exercises superior judgement and maintains the integrity of New Student & Transition Programs and Cal Poly university wide
Knowledgeable of general policies, procedures, and requirements of the University and of New Student & Transition Programs
Clear understanding that one’s behavior and actions reflect upon yourself, your fellow WOW Team, New Student & Transition Programs, and Cal Poly

WOW Team Returner 2018 Academic Requirements

- Must be able to commit to Winter and Spring Quarter 2018 (WOW 2018 participation optional)
- Must be a full time Cal Poly student in Winter and Spring 2018 quarters with a Higher Education cumulative GPA of 2.3 or higher at the time of application and throughout commitment
- Must have previously been an Orientation Team Member

Facilitation Role

All WOW Team 2018 members will serve as Facilitators. Facilitators will receive comprehensive training during Winter and Spring Quarters. Through this, they will learn how to provide appropriate feedback and support for prospective Orientation Leaders, while also learning how to work on a team with diverse personalities and leadership styles.

Team Members will be responsible for the training, evaluation, and selection of Orientation Leaders. Members of this committee will be expected to review, develop, and convey training material accurately, while creating a welcoming, inclusive environment for Leaders in Training.
Committee Descriptions

In addition to complying with all responsibilities of Facilitation, WOW Team members will have the option to apply to assist in special projects for the four committees as necessary. Each committee is led by one or more Board Members, who will be assisted by one or more WOW Team Leads. The following are descriptions of the four committees:

Mustang Way to Success
This committee works to create our programming that touches on the important topics of transition and academic success at Cal Poly. Working with our WOW Team, Orientation Leaders, and our programming during the Week of Welcome, this committee makes sure our leaders have all the necessary information they need to successfully help students.

Focusing on topics like alcohol, drugs, diversity, sexual misconduct, safety, mental health, inclusion, and healthy habits these transitional topics directly impact any Cal Poly student. Working with resources on Cal Poly’s campus and in the San Luis Obispo community this committee makes sure all students have everything they need.

In addition, this committee works with Cal Poly’s College Advising Centers and Mustang Success Center to make sure we are providing our incoming students with all of the resources they need to be academically successful here. Making sure our orientation leaders and incoming students are aware of any policies that impact them we focus on making sure individuals know where the tools (PolyPlanner, PASS, etc.) they need to succeed are and who can help when they have questions.
Events, Resources, & Logistics (ERL)
This committee is responsible for all the events, service days, resource education, and vendor communication for Orientation Board, WOW Team, Spring Training, and the Week of Welcome program. Working to offer a large variety of experiences this committee is committed to making The Week inclusive of all abilities and their desired extroversion.

This committee works to make sure our WOW Leaders have all the knowledge needed, or are able to find it, to answer questions about resources. Working to present the information in an engaging format this committee presents to both small and large groups.

Organizing events is an integral part of this committee. From working with the Center for Service and Action to develop our Service Days to fostering relationships with outside vendors they are tasked with making The Week an experience that all new students look forward to. Partnering with clubs, departments, University Housing and ASI on campus this committee provides entertainment for both small and large gatherings.

WOW Operations
This committee strives to make sure that all programming, volunteer management, systems, procedures, and WOWWeb are executed flawlessly throughout Board, Team, Spring Training and WOW. Working with every committee’s events, activities, and campaigns they provide the necessary infrastructure that allows for large and small events to be successful.

This committee uses all the resources that the New Student & Transitions Program department, and Cal Poly campus, has to offer, making sure we are providing a high-quality candidate experience. Working to organize items like interviews, retreats, and workshops they make sure people are where they are supposed to be and have all the items they need.

This committee serves as a cornerstone piece to making WOW successful. By organizing all WOW Groups and making sure Daily Location Sheets and accessory information are accurate this committee allows us to track all WOW Groups and WOWies at any given time. This committee is responsible for all logistics for events, including items like space reservations, production schedules, equipment rental, movement of individuals, and crowd control.
Promotions, Marketing, and Communication (PMC)

As part of Promotions, Marketing, and Communication get hands-on experience in building and promoting the Cal Poly Orientation and WOW brands.

PMC is much more than the “photo shop committee”. PMC has the responsibility of managing fundraising, driving WOW Leader and Team recruitment, advancing department and program promotion initiatives, building marketing campaigns, and implementing the New Student & Transition Programs communications plan. Be a part of the team that builds toward the bigger picture and promote NSTP, WOW, and Orientation here at Cal Poly.

PMC requires close collaboration with SLO Days, Open House, department interns, as well as campus partners to accomplish department-wide marketing, promo, and communication goals. Manage communication and promotion logistics, go behind the lens, drive social media campaigns, design dynamic materials and publications and gain Learn By Doing experiences.
Commitments by Quarter

Fall 2017

- WOW Team Reveal: November 16, 7:00 – 9:00 PM
- WOW Team Pre-Retreat Logistics Meeting: November 30, 11:00 AM or 2:00 PM
  [Only one needs to be attended]

Winter 2018

- WOW Team Retreat: January 5 – 7
- WOW Team Returner Meeting: Monday, January 15, 9:00 – 10:00 PM
- WOW Team Training: Sunday nights, 6:00 – 9:00 PM
  o Meetings will be held on Mondays in the case of holiday weekends
- WOW Team Service Day: January 27, 10:00 AM – 1:00 PM
- Weekly Facilitator Training Meetings
- Supporter Showcase: February 10, 1:00 – 4:00 PM
- Team Celebration: March 10, 10:00 AM – 1:00 PM
- Various other WOW Team responsibilities as necessary

Spring 2018

- WOW Team Training: Sunday nights, 7:00 – 9:00 PM
  o Meetings will be held on Mondays in the case of holiday weekends
- Spring Training: Tuesday nights, 6:00 – 11:00 PM
- Open House: April 12 – 14
- Assistance with Workshops
- Weekly Facilitator training meetings
- Day to Reconnect: April 7, 10:00 AM – 1:00 PM
- Service Day: April 21
- Day in the Sun: May 19, 10:00 AM – 12:00 PM
- Team Closing: June 9, 10:00 AM – 1:00 PM
- Various other WOW Team responsibilities as necessary

Disclaimer: Dates and times are subject to change
Timeline and Procedure

• We will begin accepting applications on Wednesday, September 27 at 10:00 AM. You have until Wednesday, October 4 at 4:00 PM to submit your application to the Team Application box in the New Student & Transition Programs office (Building 52, Room E10). **Due to number of applicants, not everyone will be selected for an interview. You will be notified by Friday, October 6 if you received an interview.**

• You will receive an email link to sign up for your personal interview time. Personal interviews will occur on October 26 – 29

• You will be placed into an Observational Interview time based on your preferences (see following page) and availability

• WOW Team 2018 selections will be communicated by phone on November 13, 7:30 – 10:00 PM
WOW Team 2018 Application

Please fill out the following information:

Name: _______________________________  Major: __________________________

Expected Graduation Date: _______________  Year in School: ________________

Cell Phone Number: (____) ________-__________  Cal Poly Alias: ________________

Please rank your observational date and time preference below, with 1 being the most desired and 5 being the least desired.

___ Friday, October 27: 6:00 – 9:00 PM       ___ Sunday, October 29: 6:00 – 9:00 PM
___ Thursday, November 1, 7:00 – 10:00 PM  ___ Friday, November 3, 2:00 – 5:00 PM
___ Friday, November 3, 6:00 – 9:00 PM

Please submit this form, along with your answers to the attached questions, to the Team Application box in Building 52, Room E10. Don’t forget to sign up for your personal interview time at this time.
Please type your answers to the questions below on a separate piece of paper.
(250 word limit per question)

1. Include a modified resume with the following information:
   a. Your Full Name
   b. Your San Luis Obispo address, telephone number, and Cal Poly email
   c. Your major, class standing, and expected graduation date
   d. List your previous New Student & Transition Programs experience;
      positions you’ve held, committee work, group leader, E-staff leader, etc.
   e. List any other experience and leadership roles by year (ASI, Dean of
      Students, Clubs & Organizations, employment, etc.)
   f. List your Winter 2018 and Spring 2018 commitments along with the
      approximate number of hours per week (include other jobs, extra and co-
      curricular activities, etc.)
   g. Indicate your availability to participate in WOW 2018

2. Taking from your previous Team experience, what aspects of the program do
   you think needs the most improvement? How can you aid in that improvement?

3. What can you bring to the role of a Facilitator as a Returner?

4. What is the biggest challenge you anticipate in the role of a returner?

5. Looking at the Returner Qualities and Expectations and reflecting on your
   previous Team experience, which area did you struggle with and which did you
   find come easy?

6. Assign each Board Member a kitchen appliance and explain why.