Dean’s Leadership Council Handbook

Ut Prosim

“That I May Serve”
Dear College of Science Dean’s Leadership Council Member,

Welcome! It’s a new semester, and we hope that you are excited for the new academic year. Thank you for your willingness to help support the College of Science by participating in the Student Ambassador Program. By volunteering as a member of the Dean’s Leadership Council for the College of Science, you are following in the footsteps of hundreds of other top students who have been serving in this role. The Dean’s Leadership Council makes important contributions to the life of the College, and we very much appreciate your efforts and your dedication.

The Dean’s Leadership Council in the College of Science is a key to the College being successful. Your assistance with projects and daily processes allows the College to move forward in providing services to students, faculty, alumni, donors, and potential students. We appreciate the time and effort that you, as a DLC member, commit to the program.

We, and the entire college, wish you the very best as the new academic year begins. Thank you for your commitment to the success of the College of Science. We look forward to working with you!

Sincerely,

Katie Lafon & Charlotte Parks
Council Advisors
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Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following principles as fundamental to our on-going efforts to increase access and inclusion to create a community that nurtures learning and growth for all of its members:

- We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.

- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.

- We affirm the value of human diversity because it enriches our lives and the university. We acknowledge and respect our differences while affirming our common humanity.

- We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

- We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve).
Your Mission as a Member of Dean’s Leadership Council

As members of the Dean’s Leadership Council, your primary role is to serve as representatives of the College in an effort to promote its visibility and be role models to other students.

By interacting with prospective and current affiliates of the College, you become a valuable part of the information chain from the university to our key audiences. To those not associated with the College, you provide information about the College regarding concerns, requests, or issues raised by prospective students, current students, staff, faculty, alumni, and other constituents.

History of the Ambassador Program of the College of Liberal Arts and Human Sciences

The Dean’s Leadership Council Program has focused on enhancing the visibility of the College of Science and providing students with an opportunity to interact professionally with the public and other professionals. At the same time the DLC has given in the spirit of Ut Prosim to further the mission and daily projects of the College. It is through the volunteerism of the DLC that the College can continue to be a success.

As a DLC member of the College of Science, you have been chosen to carry on this legacy of service. It involves a desire to serve, an attitude of selflessness, and a commitment to improvement. As you learn more about your role as a member, we hope that you will rise to the challenge and expectations before you, knowing that your example will inspire others in achieving their personal goals. In addition, we hope this experience will enable you to advance as future leaders in your chosen profession.
Providing Service

To help fulfill this mission, you are expected to attend council and committee meetings. Council meetings consist of one leadership training and orientation session per academic year and two meetings per semester. As a member, you will be assigned to a committee within the Dean’s Leadership Council. Committees are divided as follows: Recruitment, Alumni, Current Students, and Outreach. Each of these teams serves an important role in furthering the mission of the College of Science. Specific tasks will depend on your assignment. You will be required to attend the monthly meeting for your committee, in addition to the General Council meetings.

In addition, you are responsible for participating in a minimum of two events over the course of a semester. Examples of past events include: Open House sessions for prospective students, tailgating events, award banquets, and college fairs. Your duties at these events will vary, but usually involve directing participants, working registration tables, helping with set-up and activities, interaction with attendees, and other tasks. Also, you will be responsible for hosting one “Shadow Day” visitor per year. This is an opportunity for a high school visitor to “shadow” a current student for a day. They will attend class with you, go to lunch, etc. Requests for hosts will be sent to you via email throughout the semester from Charlotte Parks.

Ambassadors also have the opportunity to participate in special sessions throughout the year. These sessions focus on both professional development and social engagement. You have the chance to shape what is offered with your own input at the beginning of the year. Opportunities will be sent to you via email throughout the semester.

Engage in projects through your team

2 events per semester + 1 shadow host day per year

We want more! The Ambassador Program is what you make it!

Additional opportunities for social and professional development
Member Requirements & Expectations

YOU are always a representative of the College of Liberal Arts and Human Sciences

Whether you are wearing the uniform or not, remember that you represent our College as a DLC Member at all times. Consequently, we expect you to always strive to represent the College well.

In general, we expect you to serve four groups of people. First, you will assist and encourage current students in their efforts to pursue academic and professional development. Second, you will assist with the promotion of the college to potential students, whether it is through talking about the college informally or at a recruitment event. Third, you will serve the College by providing feedback and helping coordinate and carry out important tasks for events hosted by the College. Fourth, you will serve as a source of information to alumni and donors in an effort to keep them informed about accomplishments, changes, and initiatives within the College.

Finally, as leaders of the College, you are expected to maintain the minimum cumulative 3.0 GPA requirement of the ambassador program.

We hope you will demonstrate a high level of maturity and professionalism. You are expected to be dependable, honest, and trustworthy. Most importantly, your attitude, knowledge, and conversation should naturally communicate a lively sense of pride in the College of Science.

Key audiences you will be serving:
1) Current Students
2) Potential Students
3) Event Attendees
4) Alumni and Donors

We want to showcase you – be the best version of yourself!

Min GPA = 3.0
What does an awesome Member do?

**Involvement**

An awesome Member will be an involved and engaged participant in the program. You will get out of the program what you put into it. Take a chance and volunteer for an event or attend a social gathering.

**Courtesy**

An awesome Member will be courteous and focused on providing the best service possible for the College. At times this may be a challenge, but remember you are a representative of the College.

**Responsible**

An awesome Member will be responsible for their actions and commitments. When you sign up for an event or shift the College is counting on you to show up ready to contribute to the success of the project or event.

**Impactful Service**

An awesome Member will provide impactful service in the name of Ut Prosim. Whether it is a big exciting project or an everyday service, everything that you are assisting with is helping the College. Remember that you are an integral part of the College and we couldn’t do what we do without your help.

**Information Provider**

An awesome Member will be a sponge for information to then share with peers, potential students, alumni, and donors. The more informed you are the better you can serve the College.

**Responsive**

An awesome Member will respond to requests and emails. Important information will be shared with you through emails.
Member Teams and Contacts

Alumni Relations Committee

The College of Science has over 33,000 alumni located across the United States and around the world. It is in the college’s best interest to engage and inform this constituency of the university. The Alumni Relations Team of the College’s Ambassadors will assist in this engagement. Working with the Director of Alumni Relations for the college, the team will assist with information gathering to include in the college’s e-newsletter, serve as hosts to on-campus events, aid with events in planning and on-site arrangements, and a number of other projects.

Contact: Katie Lafon, Director of Alumni Relations, kapatter@vt.edu, 540-231-8706

Current Students Committee

Students in this group will work with and support current students in the College of Science. The duties and tasks assigned vary by semester. In the past, this committee has provided services to students such as study sessions, freshmen forums, career services events, and informational student meetings.

Contact: Katie Lafon, Director of Alumni Relations, kapatter@vt.edu, 540-231-8706 or Charlotte Parks, Recruiter & Academic Advisor, crobrtz@vt.edu, 540-231-2551

Recruitment Committee

Recruitment Committee members work as a team and collaboratively with recruitment initiatives in the Undergraduate Academic Affairs Office. Recruitment Ambassadors represent what it means to be a Hokie in the College of Science by participating in projects and events that target future students. Activities include attending recruitment events, talking with prospective students and parents, assisting in developing new recruitment materials, and other creative recruitment opportunities.

Contact: Charlotte Parks, Recruiter & Academic Advisor, crobrtz@vt.edu, 540-231-2551
Outreach Committee

The Outreach Committee will be focused on unique projects that will ultimately assist the College of Science in actively reaching out to the community. These projects will be determined by the committee. Events that have been organized in the past are high school student enrichment events and Ut Prosim events.

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Executive Team (Elected Officials)

The Dean’s Leadership Council will have an election process each academic year to select the Executive Team for the upcoming year. Executive positions with duties are as follows:

- President – overall management of the council, coordination of member activities, make decisions regarding fundraising needs, and communicate with DLC advisors.
- Vice President – support the President, assist the President with duties, tracking and management of volunteer requirements
- Secretary – responsible for handling the communication to the members, takes and distributes meeting minutes
- Treasurer – responsible for the Council bank account, determining fundraising needs, work with President for fundraising events

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The Member Uniform

As you volunteer as a team member, you need to be mindful that you are in a representative of Virginia Tech. We ask that you respect that you are part of the VT team and as such dress respectfully.

At times members are asked to wear the “uniform” so that you can easily be identified as a College of Science Dean’s Leadership Council Member. In these cases, you will need to dress in the following:

- Light tan (Khaki) pants/skirt (should be knee length or lower) or jeans. No short shorts, please.
- Virginia Tech shirt. This can be a t-shirt or polo. Anything maroon and orange is acceptable, but please make sure there is nothing inappropriate on the shirt (bad language, etc.)
- Shoes (wear appropriate shoes based on the type of event you are working at). Often, these events require you to be on your feet so tennis shoes are fine.
- Ambassador name tag. One will be provided for you at the start of the event.

Some events and occasions will require you to dress in business/professional or business casual attire. When you sign up for the event it will state what dress is needed for the event. Typically, these events are interacting with alumni and donors.

**Business/Professional Dress:**
- Think job interview!
- Dress pants/skirt
- Suit Coat or Jacket
- Tie (guys)
- Dress blouse or shirt
- Dress shoes (closed toe)
- Ambassador name tag

**Business Casual:**
- Put together and professional, but not as dressy
- Dress slacks or skirt OR Khakis
- Button down or Polo shirt (guys)
- Nice shirt (girls)
- Jacket or Sweater and Tie optional
- Ambassador name tag
Professionalism and Being a Student Leader

_Professionalism_ is important to maintain throughout your college career, especially while serving as a College of Science Dean's Leadership Council Member. Your position as a member makes you a liaison and representative to those outside the college and university as well as a role model for other students at Virginia Tech.

**Important Aspects of Professionalism** include, but are not limited to:

- arriving on time
- being polite
- dressing appropriately
- maintaining a positive attitude

By acting professionally, we can foster a positive environment within our own university, college, and individual departments.

__Being a Student Leader__ means that you are able to work closely with faculty, staff, and other students within the College of Science. As a student leader, you should try and keep the following principles in mind:

- Be a Positive Role Model and Supportive of Others
- Respect Others
- Be Involved
- Promote Good Communication
- Search for New Opportunities
Facts about the University

- Virginia Tech was founded in 1872 as a land grant college under the name of Virginia Agricultural and Mechanical College.
- Virginia Tech’s campus is 2,600 acres.
- The student-faculty ratio is 16:1.
- Virginia Tech’s student population is 56.9% male and 43.1% female.
- The total enrollment at Virginia Tech is 31,090 students.
- Virginia Tech Dining Services was ranked No. 1 in Best Campus Food in 2016 by Niche.com.
- Virginia Tech is ranked 27th among national public universities according to US News & World Report.
- Virginia Tech has more than 238,000 living alumni from every state and over 100 countries.
- The University offers more than 100 majors through its seven undergraduate colleges.
- Virginia Tech’s operating budget is 1.4 billion dollars each year.

Myths at VT

Myth: The Drillfield is sinking every year.
Truth: The Drillfield is not sinking. There may be some compression of the soil that occurs, making the Drillfield seem lower each year.

Myth: You have to submit Course Request as soon as possible after it opens.
Truth: You should submit Course Request in a timely manner, but it does not matter when you submit your Course Request during the week it is open. There is a hierarchy system used to determine which students get priority in Course Request after the system has already closed.

Myth: Classes at Virginia Tech are all huge.
Truth: 28.3% of Virginia Tech’s classes have fewer than 20 students, and 51.7% of Virginia Tech’s classes have between 20 and 49 students. Only 20.1% of classes at Virginia Tech have more than 50 students.

Myth: The steam tunnels at Virginia Tech were once pedestrian tunnels that secretly linked buildings.
Truth: While some of the underground steam tunnels at VT do have direct access to buildings, they were never used as pedestrian tunnels.
Quick Facts about our College & Departments

The mission of the College of Science is to illuminate human experience and expression through discovery, learning, and engagement. The College creates works of lasting scholarly, cultural, and aesthetic value, and empowers individuals to engage critically with the complexities of a diverse, global society. With a focus on diversity, excellence, and discovery, the College fosters the inquiry, innovation, and growth that produce individual and social transformation.

- There are over 5,000 Undergraduate Students in the College of Science.
- There are 14 different majors in the College.
- 24% of our students study abroad.
- 83% of our undergraduate students participate in undergraduate research experiences.

College Majors:
- Biochemistry
- Biological Sciences
- Chemistry
- Computational Modeling & Data Analytics
- Economics
- Geosciences
- Mathematics
- Microbiology
- Nanoscience
- Neuroscience
- Physics
- Psychology
- Statistics
- Systems Biology
Do you still have questions about the Dean’s Leadership Council?

- Do you need to find out information about the Dean’s Leadership Council?

- Do you want to share a great idea for a DLC program or activity?

- Is something in the program not panning out quite right and you need assistance figuring out how best to move forward?

- Are you finding that you need to change your status as a member?

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