



## 2023 Team Leader Program Application Packet

**Honors Symposium** is designed to assist new Honors students in fostering a sense of honors community and identity, in making campus connections, and in developing professional skills and values. As a Team Leader, you will become an integral part of this course, serving as a mentor to these students and working collaboratively with the staff of the Burnett Honors College. Team Leaders receive training the week before the semester and meet each week to discuss the class. Team Leaders have approximately 17 students in their section.

### **Team Leaders will be responsible for:**

- Attending their assigned Symposium Night (Monday or Tuesday 4:30 – 6:50 p.m.), pre-class meetings at 4:00 p.m., and weekly TL meetings on Thursdays from 5:00 – 6:00 p.m.
- Serving as role models for appropriate academic, leadership and personal behavior and as a mentor and resource for their students.
- Leading breakout discussions with their team members and promoting and facilitating campus involvement and community engagement opportunities.
- Integrating real world topics and concepts into the breakout discussions.
- Communicating with their team members outside of class each week.
- Attending all required trainings and meetings related to the Team Leader Program, including:
  - Spring Kickoff on Friday, March 31, 5:00 – 7:00 p.m.
  - Team Leader Retreat on August 15-17, 2023.
- Performing related duties as assigned.

### **Team Leaders will gain:**

- Enhanced leadership, public speaking, time management, team building and interpersonal skills.
- Increased knowledge and understanding of mentoring.
- Insight into the goals and effectiveness of a university course.
- Employment experience in the Burnett Honors College.
- Extensive knowledge and understanding of the Burnett Honors College and the Central Florida and UCF community.
- Lasting friendships.

### **To be eligible for the program, you must:**

- Be a University Honors student in good standing with the Burnett Honors College.
- Have successfully completed Honors Symposium.
- Be a student who has not previously served two terms as a Team Leader.
- Demonstrate characteristics consistent with the goals and objectives of Honors Symposium including integrity, dependability, trustworthiness, punctuality, and dedication to the program.
- Show a commitment to campus involvement and community engagement.
- Possess effective communication and interpersonal skills and a desire to further develop those skills throughout the training process.

## The Burnett Honors College Symposium Team Leader Application Fall 2023

Application procedure:

- Complete this application by **typing into this form** and submit it to [JMW@ucf.edu](mailto:JMW@ucf.edu) by **12 PM on Friday, February 17<sup>th</sup>, 2023**.
- Attach a current resume that includes campus engagement.
- **First time applicants** will need to have a reference completed by your Honors Symposium Team Leader. The form can be found on page 4 of this packet.
- Group interviews will be held from February 27<sup>th</sup> through March 3<sup>rd</sup>. If selected for an interview you will receive an email with a link to select your preferred interview date and time.

If you have any questions, please contact: Dr. Marty Dupuis ([Martin.Dupuis@ucf.edu](mailto:Martin.Dupuis@ucf.edu)) or Jenna Wittmann ([JMW@ucf.edu](mailto:JMW@ucf.edu)).

Name: \_\_\_\_\_ UCFID: \_\_\_\_\_

Knights Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Academic Major(s): \_\_\_\_\_

Academic Minor(s): \_\_\_\_\_

Current GPA: \_\_\_\_\_

Year Symposium was taken and Name of your Team Leader: \_\_\_\_\_

Symposium is held on Mondays and Tuesdays from 4:30 – 6:50 p.m. Team Leaders should arrive at 4:00 p.m. and be prepared to stay until 7:15 p.m.

Please indicate which night(s) you are available: Monday  Tuesday  Both

Will you be applying to be a Resident Assistant for the Fall 2023 semester?  Yes  No

Will you be applying for other student leadership roles or internships for the Fall 2023 semester?  Yes  No

Will you be able to attend the weekly meetings on Thursdays from 5:00-6:00?  Yes  No

By signing my name below, I certify that I have read the information in this application packet and understand the Burnett Honors College expectations if I am selected to serve as a Team Leader.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Team Leader Application Narrative Essays**

Please attach responses on a separate sheet.

- 1) What are the two leadership skills you possess and how will those skills assist you in your role as Team Leader?
  
- 2) What was your biggest challenge during your freshman year and how did you overcome it?
  
- 3) What personal accomplishment are you most proud of and why?

## Reference for Team Leader Applicant

Thank you for your reference. Please email this form by **12 p.m. on Friday, February 17<sup>th</sup>, 2023**, to Jenna Wittmann ([JMW@ucf.edu](mailto:JMW@ucf.edu)). **The completed form should not be shared with the applicant.**

Applicant: \_\_\_\_\_

Team Leader Reviewer: \_\_\_\_\_

Please describe the applicant's abilities and characteristics as they relate to the requirements of a Team Leader for Honors Symposium.

Characteristic	Below Average	Average	Above Average	Outstanding	Unknown
Dependability/Punctuality					
Attitude					
Honesty/Trustworthiness					
Ability to Keep Confidences					
Communication Skills					
Leadership Skills					

Please explain the greatest strengths and areas of improvement for the applicant (attach additional sheet if necessary):

Additional comments about the applicant: