



2025 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 4:30PM-6:50PM), pre-class meetings at 4:00PM, and weekly TL meetings on Thursdays from 5:00PM-6:00PM.
- 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 campus involvement opportunities.
- 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, April 4th from 3:00PM-5:00PM
 - Team Leader Retreat on August 12th-14th from 8:00AM-5:00PM
- Performing related duties as assigned.

Team Leaders will gain:

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

To be eligible for the program, you must:

- Be a University Honors student in good standing.
- 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, 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 2025

Application procedure:

- Complete this application by **typing into this form** and submit it to JMW@ucf.edu by **12 PM on Friday, February 14th, 2025**.
- 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. This will be submitted separately by your Team Leader.
- Group interviews will be held the weeks of February 24th and March 3rd. If selected for an interview you will receive an email with a link to select your preferred interview date and time.

Please submit your completed application as one PDF attachment containing all required components.

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

Name: _____ UCFID: _____

UCF 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 2025 semester? Yes No

Will you be applying for other student leadership roles or internships for the Fall 2025 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 14th, 2025**, to Jenna Wittmann (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: