

# COE Ambassador Policies

## Qualifications to be a College of Engineering Ambassador

A student must have demonstrated:

- Academic Excellence
- Interpersonal and Public Communication Skills
- Leadership Skills
- Aggie Pride

## Expectations

1. To represent the College of Engineering at college and university events.
2. To assist in recruitment efforts by participating in calling campaigns, presenting to prospective students and their families, facilitating sessions, and conducting campus and college tours.
3. To attend a Mandatory Training at the beginning of each semester and attend a mandatory meeting every two weeks during the Fall and Spring semesters.
4. To participate in a minimum of 15 hours of ambassador service in addition to attendance at all ambassador meetings and trainings.
5. To demonstrate continued academic excellence and character.

## Benefits

1. Upon completion of 30 hours of ambassador service within a semester, the ambassador will be awarded a \$300 stipend for that semester.
2. All ambassadors will be presented with an official polo and name badge. After a full semester of service has been completed, ambassadors will receive a second polo and a jacket.
3. Ambassadors will be reimbursed for mileage and meals when participating in any approved Ambassador activity that requires travel outside of Las Cruces.
4. Ambassadors will receive college and university training and participate in ample networking opportunities at college, university, and state levels.

## Selection Requirements

- 3.0 cumulative gpa or above
- Sophomore status or above
- Reference from an Engineering faculty member

## Selection Process

- Submit application and resume with COE reference to Ambassador Program Coordinator
- Interview with Ambassador Program Coordinator
- Panel Interview and Presentation with current Ambassadors, Program Coordinator, and any additional Engineering faculty present.
- Once all candidates have been interviewed, panel representatives will present their recommendations and the Program Coordinator will make final selections.

## Rules and Regulations

1. Code of Conduct
  - Ambassadors will conduct themselves in a professional, welcoming, and positive manner; treating all individuals with respect and appreciation.
  - Ambassadors will make arrangements to be present and punctual at all meetings and events.
  - Ambassadors will abide by all NMSU and College of Engineering student policies. Any disregard of student policies or the law will be grounds for dismissal from the program.

- Should a disagreement arise among ambassadors or with another member of the college, the issue shall be approached directly with those involved, and if no resolution is achieved the Program Coordinator can then be asked to mediate and/or advise.

## 2. Dress Code

- Unless otherwise indicated, the ambassador polo, name badge and nice jeans will be considered appropriate attire for most events.
- No hats or visors will be worn during ambassador duties unless approved for a specific activity and then only NMSU or College of Engineering hats will be considered acceptable.
- The ambassador polo or dress shirt, and dress slacks or skirts will be acceptable for formal events.

## 3. Ambassador Hours

- Qualifying activities are those in which a student is representing the College of Engineering or their individual Engineering Department **solely** as an Engineering Ambassador and is not using those hours to: receive academic credit for a class, fulfill community service hours for another student organization, receiving compensation for student employment.
- A schedule of upcoming opportunities for participation will be provided at every regular meeting; Ambassadors must submit a summary of their hours to the Coordinator once a month.

## 4. Minimum Requirements for Continued Participation

- Attendance at all mandatory events: This includes all meetings, all trainings, and Aggie Experiences.
- A minimum of 15 hours of participation per semester (not including meetings and trainings).
- Absence to a mandatory event will only be justified by the Program Coordinator for medical, academic, or qualifying personal reasons; if notified in advance.
- If an ambassador fails to attend the initial mandatory training lacking sufficient justification the offer of ambassadorship will be revoked, and the candidate will be held liable for the cost of their name-tag and polo.
- In the event of a justified absence to a mandatory event, the ambassador must schedule a meeting with the Program Coordinator to be updated on the issues and upcoming events discussed at the missed meeting.
- Ambassadors must maintain a minimum 3.0 gpa.

## 5. Termination

- Any ambassador may voluntarily leave the program by submitting a letter of resignation to the Program Coordinator.
- Any ambassador failing to meet the minimum requirements or in violation of any of the policies will be dismissed from the program. A probation period may be determined if the Coordinator and the Ambassador's Department Head deem appropriate.

I have read the Ambassador Policies and agree to abide by them for the duration of my appointment as a College of Engineering Ambassador.

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Print Name

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Signature

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Date