First Year Programs (FYP) Orientation Leader Guidelines and Expectations 2019

As an Orientation Leader (OL) you are expected to become familiar with the following expectations in order to carry out the responsibilities of your role. This document outlines the major requirements of the position.

Academic Success
- Your role as a student takes priority over your role as an OL. Please communicate any conflicts between these two roles with FYP professional staff members.
  - Maintain an effective and sustainable balance between your academic and leadership responsibilities.
  - Be an appropriate academic role model by planning ahead to ensure success.
  - Maintain at least a 2.5 GPA.Communicate any academic concerns with an FYP professional staff member.
- Successfully earn credit for GEN ST 347.

Communication
- Provide productive feedback and constructive critique in a way that reflects how you would like to receive it.
- Communicate with team members and campus offices in an honest, timely, and professional manner.
- Maintain a positive attitude, share new ideas, and be yourself!
- Seek assistance in making decisions from the FYP Staff. Keep them informed of all issues that affect you, the OL team or program. Surprises should not surface last minute.
- Conflicts should be promptly resolved by the staff members involved. Utilize professional staff to assist if needed.

Community Development
- Developing community within the OL team and among your students is your key role. While this development will take time, you are expected to commit yourself to this goal throughout your position.
- In order to develop community, you are expected to make a personal connection with every person in your orientation group and be accessible to all program participants in order to answer questions and give advice.
- With guidance from FYP professional staff and Student Coordinators, adapt your presentations, activities, and interactions to meet the individual needs of program participants.
- Promptly confront behavior that distracts or otherwise harms the community.
- Create an inclusive and welcoming environment in all programs and in your groups by focusing on getting to know individuals and using inclusive language.
- Engage peers and program participants in experiences that highlight stories, backgrounds, and identities that may be different from their own.
- Continually assess community values and develop an understanding that you might not be able to change opinions but can model respectful behavior.
- Promote campus and community resources to all students, including those that may be designed for underrepresented populations or otherwise different from your own experiences.
- Be an advocate for program participants who experience discrimination, oppression, bullying, or marginality. If you become aware of students who engage in this behavior, respond promptly and effectively and notify FYP professional staff.

Confidentiality
- There is a difference between 'private' and 'confidential.' If a program participant or fellow staff member wishes to share something with you confidentially, tell that individual that anything shared will be kept private, but not necessarily confidential. Care should be taken to keep all information shared with you as an Orientation Leader private and in line with FERPA policies.
- In all cases, if the health or safety of any individual is at risk, you are required to share anything that you know with FYP professional staff.
- Information shared with you that relates to program participants or other staff members should be kept private and discussed only with individuals who are directly involved with the situation.
Consistency and Conduct
- As an ambassador for the university, you are expected to abide by the student conduct code and laws of the State of Washington.
- Educate students about university policies understanding that all policies are for the safety, security, academic success and personal development of all UW students.
- Be consistent in your confrontation of issues and understand that you are operating in a capacity as an Orientation Leader rather than a friend.

Program Participation & Engagement
- Expect that you will attend the same presentation multiple times; understand that program participants have not seen the presentation before, and you will need to give the presenter your full attention and respect.
- Throughout the program, ensure that you prioritize the needs of your program participants.
- Facilitate ice breakers that help program participants take risks, challenge assumptions, and engage in critical thinking.
- Utilize your training to inform decision making. Utilize professional staff and student coordinators to navigate unclear situations.
- All information shared with program participants should be, to the best of your knowledge, truthful and accurate. If at any point you are uncertain, utilize your resources to get the correct answer.

Professionalism
- Take time to consider how others might perceive you and your actions and how your relationship affects other team members and students.
- Understand the guidelines regarding alcohol and other drugs:
  - Orientation Leaders
    - Will not consume or be under the influence of alcohol or cannabis while on the job
    - Will not possess/use/produce false identification or drugs.
  - Orientation Leaders Over 21
    - Will not purchase or supply alcohol or cannabis for persons under 21.
  - Orientation Leaders Under 21
    - Not consume or be under the influence of alcohol or cannabis at any time.
- Set all social media accounts, online photos, and other personal information online to private. Your online conduct will be treated the same as your in-person conduct.
- As an Orientation Leader, you have a responsibility to first promote all involvement opportunities that UW has to offer. It is a policy violation to recruit for any specific student organization or to communicate negative attitudes, feelings, or degrading stories about individual members, organizations or types of organizations
  - Fraternity and sorority members in IFC, PHC, NPHC, and UGC are prohibited from recruiting for your chapter or reveal your individual affiliation (verbally, clothing, jewelry, etc.) while an Orientation Leader. Your violation of this policy could have consequences with your employment and also affect your individual chapter.
- Due to liability, do not transport or ride in a vehicle with program participants.
- Orientation Leaders are strictly prohibited from entering into sexual or romantic relationships with program participants. Special care should be taken not to give the perception of favoritism, bias, or violation of policies when interacting with program participants in social atmospheres.
- Conduct yourself in an honest, conscientious, and respectful manner because you will be regarded as a role model by team members and program participants.
Teamwork
- Maintain a strong team through open communication, holding each other accountable to expectations, and assuming good intent.
- Continue to be an active team member throughout the year and hold each other accountable; use other team members as a resource and support.
- Conflicts should not affect the experience of program participants. Confront disagreements with team members in private.
- Take the initiative to complete unfinished tasks even if they are not your specific responsibility.
- You are expected to come to work on time and fully engage in team activities.
- Respect each other's differences, personal beliefs, values and principles, and realize that not everyone sees the world the same way you do. Be honest with your feelings and ideas.
- Respect and trust the decisions of the Professional staff. If you disagree, confront with sensitivity and tact.
- Care for yourself and your team. Make an effort to include all team members when you are planning functions, and be sure to take personal time for yourself.

Uniform
The attire for each orientation session includes the following:
- Uniform: Orientation polo and t-shirt–without wrinkles (Provided by FYP)
- Khaki shorts, pants, or skirts– shorts must be no shorter than 2" above knee.
- Athletic shoes and tennis shoes are encouraged; sandals with a back strap are acceptable. Due to the nature of the work, flip flops are not acceptable due to safety concerns
- Refrain from wearing the orientation uniform and/or name tag when not at work
- Orientation Leaders should be aware of the way they are perceived by program participants and campus partners. For this reason, the use of cell phones should be limited to official communications while on the job. Additionally, headphones may only be worn while on break away from program participants.
- Please refrain from using scented products such as perfume, cologne and essential oils. A&O is scent-free in order to keep the space accessible for folks who are chemically injured and/or have MCS.
- University branded or plain baseball caps in good condition are permitted on any day of A&O. Hats must be in good condition.

Time Commitment
- Spring Qtr Leadership Class, GEN ST 347 class lecture (T 2:30-3:20 p.m., W 2:30-3:20 p.m.) and quiz (F 8:00-9:20 a.m.)
- Training Weekend (5 p.m. Friday, April 5 through 3 p.m. Sunday, April 7)
- Training Week (8-5 p.m. daily, Monday, June 17 through Friday, June 21)
- Summer Time Commitments:
  o Monday through Thursday, 7 a.m. - 9 p.m.
  o Fall Admit A&O June 24-27, July 8 - August 29, September 4-5, September 16-19
  o Dawg Daze Husky Kick-Off September 22
  o Winter Admit A&O December 12, 16, 17, 18, 26, 27.
- Orientation Leaders are required to take at least one vacation (2 consecutive days = 1 program cycle), and are permitted to take no more than three sessions of vacation.
- Vacations are not permitted June 17 – 21 (Training Week) and the first week of programs June 24-27.

Optional Volunteer Opportunities
- Dawg Daze – multiple opportunities
- Make-Up A&Os - September 22 & 25
- Spring A&O – early March
First Year Programs (FYP) Orientation Leader Acknowledgement of Guidelines and Expectations

By signing below, I agree to the aforementioned conditions as outlined by the 2019 Orientation Leader Guidelines and Expectations and acknowledge my understanding of specific policies by initialing below:

<table>
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<tr>
<th>Initial</th>
<th>Policy</th>
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<td>I understand that I will be required to provide proof of eligibility to work in the United States.</td>
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<tr>
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<td>I am able to enroll in Spring GEN ST 347 class lecture (T 2:30-3:20 or W 2:30-3:20) and quiz (F 8:00-9:50).</td>
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<td>I will attend Orientation Staff Training Weekend (5 p.m. Friday, April 5 through 3 p.m. Sunday, April 7).</td>
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<td>I will attend Orientation Leader Training Week (8-5 p.m. daily, Monday, June 17 through Friday, June 21) and am not permitted vacation at this time.</td>
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<td>I understand that orientation sessions occur Monday through Thursday and I can be scheduled anytime between 7 a.m. and 9 p.m. on those days during the following time periods: Fall Admit A&amp;O June 24-28, July 8-August 29, September 4-5, September 16-19, Dawg Daze Husky Kick-Off September 22, AND Winter Admit A&amp;O December 12, 16, 17, 18, 26, 27.</td>
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<td>I understand I am required to take at least one vacation (2 consecutive days = 1 program cycle), and am permitted to take no more than three sessions of vacation.</td>
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<td>I understand I am not permitted to take vacation the first week of programs June 24-27.</td>
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<td>I understand that I will have time off July 1-5 and September 2-3 due to no programs.</td>
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<td>I understand that being an OL has a time commitment of 35-40 hours/week, so employment with another campus department is discouraged and I am not permitted to take summer quarter classes.</td>
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<td>I understand that I am required to attend the End of Summer Evaluation on September 19 from 5 to 7:30 p.m.</td>
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<td>I understand that I am required to abide by the University’s student conduct code and employee policies as listed online <a href="http://www.washington.edu/studentconduct/">http://www.washington.edu/studentconduct/</a> and Student Governance and Policies <a href="http://www.washington.edu/admin/rules/policies/SGP/SPTOC.html">http://www.washington.edu/admin/rules/policies/SGP/SPTOC.html</a>.</td>
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<td>I understand what is required of me for the dress code.</td>
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<td>I understand that consumption or use of alcohol or other drugs before or during work are strictly prohibited and are grounds for termination.</td>
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<td>I understand that I am required to maintain professional and collegial relationships with my co-workers, new students, parents and families. Violation of this professionalism is grounds for termination.</td>
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I accept the position of Orientation Leader as outlined by the office of First Year Programs at the University of Washington. Moreover, I understand that any breaches of these employment terms, guidelines and expectations may result in disciplinary action including, but not limited to a formal apology, probation, or termination of employment.

Print Name: ____________________________________________

Signature: ____________________________________________ Date: _____________________