



# F.E.L.T.

## Freshman Engineering Leadership Team

### What is the Freshman Engineering Leadership Team (FELT)?

The first Freshman Engineering Leadership Team (FELT) was created in 1994 to assist Freshman Program staff with Seminar and recruitment. In its twenty years of existence, it has become a critical part of our office functions and has expanded to include four branches that assist with recruitment, Seminar, transfer students, and international freshmen.

As the Swanson School's incoming freshman class has grown with each passing year, so have the responsibilities of the team. Students and staff alike rely on the enthusiasm and expertise of team members to help ease the transition to college for prospective and new students.

Today, FELT consists of four distinct components: Peer Advisors, Transfer Peer Mentors, International Peer Mentors, and Engineering Ambassadors. As a PA, TPM, IPM, or Ambassador, you will have the opportunity to work very closely with new students while enjoying the camaraderie of a team experience.

The Freshman Engineering Program is now accepting FELT applications. This application includes information about each position. Please follow instructions for the position you seek. Students may hold only one FELT position.

### APPLICATION PROCESS TIMELINE

<b>FEB 17</b>	<b>Applications Due by 5pm</b>
<b>FEB 27-MAR 3</b>	<b>Interviews</b>
<b>MAR 17</b>	<b>Notification</b>

### FRESHMAN ENGINEERING PROGRAM OFFICE

152B BNDM

(412) 624-9825 (phone)

(412) 624-2827 (fax)

[www.engineering.pitt.edu/freshman](http://www.engineering.pitt.edu/freshman)

### Mission Statement

The Freshman Engineering Leadership Team (FELT) is a peer support organization created to assist prospective and current students in their academic and social transitions to the Swanson School of Engineering. FELT supplements Freshman Engineering Program initiatives through the demonstration of respect, dedication, honesty, and loyalty to the university, to the study of engineering, and to the pursuit of life-long learning.

### Requirements

- Applicants must be an engineering student in their major department by Fall 2017.
- Peer Advisor applicants must complete all Freshman Engineering Program course requirements by Fall 2017.
- Applicants must have a minimum cumulative GPA of 2.75 at the time of application (2.5 to continue as a FELT member).
- Selected applicants must be available for all training, as follows:
  - PEER ADVISORS: Sat, April 1, 9 AM—2 PM & Th-Fri, August 24-25, all day
  - TRANSFER PEER MENTORS: Spring Training TBD & Th-Fri, August 24-25, all day
  - AMBASSADORS: Wed-Fri, Aug 23-25, all day
  - INTERNATIONAL PEER MENTORS: Spring Training TBD & Th August 24, all day

FELT positions are paid appointments. University policy states that students with Federal Work Study awards may only hold **one work study job** at a time. If you have a Work Study award and already have a job on campus, **you cannot also accept a FELT position.**

Students in an active co-op rotation may not serve in FELT positions. **You cannot be on co-op and participate in FELT during your working rotations.**



# F.E.L.T.

## Freshman Engineering Leadership Team

### PEER ADVISOR INFORMATION

#### Overview of Fall Term Responsibilities

- Facilitate two sections of Freshman Engineering Seminar Recitation, which meets weekly, adhering to the syllabus set forth by the Associate Director and Coordinator of Freshman Engineering Advising.
- Meet one on one with each student in your Seminar Recitation sections to discuss each student's adjustment to college, academic progress, and anything else the student wishes to discuss.
- Attend and participate in weekly mandatory meetings of the Peer Advisor team.
- Attend and participate in any all-Team training in-services (up to twice per fall term).
- Attend and participate in all FELT spring and summer training activities.

#### Overview of Spring Term Responsibilities

- There are no spring term responsibilities for this position.

#### Additional Information

- Applications for the PA position will be screened and students with outstanding applications will be interviewed in proportion to the number of anticipated available positions for the fall term. A complete job description will be provided to applicants who are invited to interview.
- Students may serve as a Peer Advisor for a maximum of two fall terms.
- Students may not be on an active co-op rotation in the terms they serve as Peer Advisors.

#### Required Essay Questions for Application to Become a FELT Peer Advisor:

1. By leading sections of Freshman Seminar, Peer Advisors assist first year students in their transition from high school to college. Discuss your own high school to college transition and how Freshman Seminar recitation or your Peer Advisor helped you (or did not help you) navigate the waters of that transition. What did you gain (or what do you wish you had gained) from "little seminar"? (Do not exceed 2 pages for this question.)
2. What are the skills and abilities you possess that would make you an outstanding employee in **any** position of employment? (Do not exceed 2 pages for this question.)
3. Recitation sections of Freshman Seminar are based on a theme, chosen in coordination by the Peer Advisor and his/her supervisor. If chosen to be a Peer Advisor, what would you like the theme of your Seminar to be and why? What are some challenges that might present themselves with your theme? (Do not exceed 2 pages for this question. Please note that this question does not guarantee that your seminar will carry this theme if you are hired.)

**Please complete the essay questions on separate sheets of paper. Type your responses double-spaced using 12-pt font. At the top of the paper, be sure to include your name and the division of the Freshman Engineering Leadership Team for which you are applying. Note additional application requirements on the last page of this application.**



# F.E.L.T.

## Freshman Engineering Leadership Team

### AMBASSADOR INFORMATION

#### Overview of Recruitment Responsibilities

- Must complete Swanson School of Engineering (SSOE) required August training.
- Must complete the tour certification process by the first two weeks of the semester (a portion of the certification is completed during August Training).
- Must be able to give tours at least once a week or at max twice a week in Benedum Engineering Hall at designated tour times. (May be asked to give tours at other times/days as needed requested by the Associate Director & Coordinator of Student Recruitment).
- Must present on student-related topics for student panel discussions and give tours for Saturday and week-day recruitment events held throughout the academic year and in the summer, if available.
- Meet on an individual basis with prospective students interested your specific engineering discipline.

#### General Job Dimension and Requirements

- Assist with the coordination of on-campus recruiting events for prospective engineering students.
- Must be outgoing, friendly, and have outstanding people and presentation skills.
- Attend and participate in mandatory Ambassador meetings facilitated by the Associate Director & Coordinator of Student Recruitment.
- Attend and participate in all-Team meetings and training in-services.
- Attend and participate in all FELT spring and summer training activities.
- Mandatory events: 2 Picture Yourself at Pitt (fall), 2 Day for Admitted Student Saturdays (spring) 1 Honors Day /Diversity Recruitment Event/high school campus visit. (fall or spring)
- This position is hired for the fall and spring term. Exceptions are made for co-op and/or study abroad appointments. Summer employment as an Engineering Ambassador is also an option.
- A complete job description will be handed out at the interview. If you would like to see a full description before that, please inquire at the BNDM Hall front desk.

#### Required Essay Questions for Application to Become a FELT Ambassador:

1. In your past involvement and activities, how have you promoted interest in school academics, athletics or other societies? In addition, describe how you would promote interest in the University of Pittsburgh and the Swanson School of Engineering. *(Do not exceed two pages for this question.)*
2. The Engineering Ambassadors help assist high school students with the sometimes agonizing and stressful task of selecting a college. Please describe your experience in the college selection process and what attracted you to the Swanson School of Engineering at the University of Pittsburgh? *(Do not exceed two pages for this question.)*

**Please complete the essay questions on separate sheets of paper. Type your responses double-spaced using 12-pt font. At the top of the paper, be sure to include your name and the division of the Freshman Engineering Leadership Team for which you are applying. Note additional application requirements on the last page of this application.**



# F.E.L.T.

Freshman Engineering Leadership Team

## TRANSFER PEER MENTOR INFORMATION

### Overview of Fall and Spring Term Responsibilities

- Hold one office hour per week in the Freshman Engineering Program Office.
- Facilitate one section of Transfer Engineering Seminar Recitation, which meets weekly, adhering to the syllabus set forth by the Coordinator of Transfer Student Services.
- Meet one on one with each student in the Seminar Recitation section to discuss each student's adjustment to engineering, academic progress, and anything else the student wishes to discuss.
- Assist with registration and departmental selection activities.
- Attend and participate in weekly meetings of the Transfer Peer Mentor team.
- Attend and participate in all-Team meetings and training in-services approximately once per month.
- Attend and participate in all FELT spring and summer training activities.
- Help FPO Staff on an as-needed basis with general office duties, when not actively engaged in assisting a transfer during office hours.

### Additional Information

- Fall and spring term responsibilities are the same. Depending on the size of the Transfer Seminar course in the spring, there may be a need for one or two Transfer Peer Mentors.
- A complete job description will be handed out at the interview. If you would like to see a full description before that, please inquire at the BNDM Hall front desk.

### Essay Question for Application to Become a FELT Transfer Peer Mentor:

1. By leading sections of Transfer seminar, Transfer Peer Mentors assist first semester transfer students through the transition to Pitt's engineering program. Discuss your own transition to the Swanson School of Engineering. How did the Transfer Peer Mentor Program help you (or not help you) make the transition to engineering? What did you gain from a Transfer Seminar?

**Please complete the essay questions on separate sheets of paper. Type your responses double-spaced using 12-pt font. At the top of the paper, be sure to include your name and the division of the Freshman Engineering Leadership Team for which you are applying. Note additional application requirements on the last page of this application.**



# F.E.L.T.

## Freshman Engineering Leadership Team

### INTERNATIONAL PEER MENTOR INFORMATION

#### Overview of Fall and Spring Term Responsibilities

- Facilitate 4 small group meetings, focusing on the international student transition to the United States, throughout semester.
- Attend international engineering orientation session at the beginning of the semester.
- Assist Academic Advisor in facilitating 2 large group meetings held throughout the course of the semester.
- Keep in email contact with students regarding reminders for small group and one-on-one meetings.
- Attend bi-weekly meetings of International Peer Mentor team.
- Meet one-on-one at least 3 times with each student in small group throughout the course of semester to discuss their individual transition to life and schooling in the United States.
- Complete any necessary paperwork in a timely manner.

#### Additional Information

- Fall and spring term responsibilities are the same. Depending on the number of students starting in the spring semester, there may be a need for only one mentor.
- A complete job description will be handed out at the interview. If you would like to see a full description before that, come to 152B BNDM.

#### Essay Question for Application to Become a FELT International Peer Mentor:

1. International Student Mentors assist new international students through the transition to Pitt's engineering program. Discuss your own transition to the United States and the Swanson School of Engineering. How did the International Student Programming help you (or not help you) make the transition to engineering and life in the United States? What did you gain (or wish you would have gained) from the program? What topics do you think should be covered in these sessions?

**Please complete the essay questions on separate sheets of paper. Type your responses double-spaced using 12-pt font. At the top of the paper, be sure to include your name and the division of the Freshman Engineering Leadership Team for which you are applying. Note additional application requirements on the last page of this application.**

# APPLICATION PART 1

Please fill out the information below completely and neatly. Detach this sheet and include this as a cover sheet to Parts 2 and 3 when submitting your application. Questions about the application should be directed to: Jill Harvey (PAs), Chris Kirchof (TPMs), Christin Schroeder (IPMs) or Lauren Byland (AMBs), Freshmen Engineering Program, University of Pittsburgh, Swanson School of Engineering, 152B Benedum Hall, phone: 412.624.9825, fax: 412.624.2827

Name (Last, First): \_\_\_\_\_ PeopleSoft #: \_\_\_\_\_

Engineering Major(s): \_\_\_\_\_ In the fall, I will be a (circle one): Sophomore Junior Senior

List all additional major/minor and activities or hobbies you will participate in the next academic year: \_\_\_\_\_

\_\_\_\_\_

Please list any additional jobs you will hold on or off campus in the next academic year. (*Work-Study students see note on 1<sup>st</sup> page. You may not hold another work-study job on campus while also holding a FELT position*): \_\_\_\_\_

\_\_\_\_\_

Indicate the semesters when you are planning to Co-op or Study Abroad:

Fall, 2017 (term 2181) : Co-op Study Abroad

Spring, 2018 (Term 2184): Co-op Study Abroad

Summer, 2018 ( Term 2187): Co-op Study Abroad

## Part 2: Position of Interest

Please check the division of the Engineering Leadership Team for which you are applying. Check ONLY ONE.

- PEER ADVISOR
- TRANSFER PEER MENTORS
- ENGINEERING AMBASSADOR
- INTERNATIONAL PEER MENTOR

Complete the appropriate essay questions (detailed in the application) and attach to this sheet.

## Part 3: Resume, Cover Letter, & Pittsource Application Form

Please attach a hard copy of your resume with a cover letter and fill out the online University application at [www.Pittsource.com](http://www.Pittsource.com) under "Student" opportunities.

### PLEASE NOTE:

**All three parts of this application are essential to our selection process. Exclusion of any of the three parts will eliminate your application from the process.**

## Contact Information

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Pitt Email: \_\_\_\_\_

Residence Hall/Local Address:

\_\_\_\_\_  
\_\_\_\_\_

## Summer Employment

If there are recruitment programs, Pittstarts, or other opportunities to work during the summer, are you interested in these opportunities? **Housing is not provided, so you would need to live locally.**

\_\_\_\_\_ YES

\_\_\_\_\_ NO

**COMPLETED APPLICATIONS ARE DUE BY 5PM ON FEBRUARY 17, 2017.**

Please submit your application here during business hours



**BENEDUM HALL FRONT DESK**  
1st Floor BNDM Hall