

### **TAKE 35 Information Packet**

The office of Student Development & Transitional Programs exists to develop and support students in becoming engaged members and successful graduates of the CSUN community. Through purposeful co-curricular programming, advocacy, and advisement, the office of Student Development & Transitional Programs familiarizes students with the campus and its resources, fosters social connections and campus pride, provides opportunities for involvement and leadership development, and cultivates students' passion to positively impact their communities.

The TAKE Program supports students in the completion of their educational and personal goals; promotes cultural awareness and understanding of individual differences; and inspires lifelong commitment to learning, service and California State University, Northridge.

### **NSO PROGRAM GOALS & COMPONENTS**

In supporting the overall New Student Orientation (NSO) process, the goals of NSO Leadership (teams) are to develop student leaders in various capacities focusing on:

#### **Connection to Campus**

- Familiarity of the elements that guide California State University, Northridge (e.g., mission, values, academic policies, and programs, etc.)
- Develop awareness and exposure to campus involvement
- Articulate information on CSUN resources
- Enhancing social capital through interacting with Faculty/Staff/Admin

#### **Self & Surroundings**

- Knowledge of campus buildings, layout, and surrounding community
- Identify with various aspects of Student Life
- Inspire intellectual progress
- Understanding the campus environment

#### **Unity**

- Knowledge of current campus issues, university policies, and campus events
- Develop a sense of community within the university
- Become more aware of personal differences as they relate to campus diversity
- Build upon on existing commonalities among all students
- Promote networking to foster academic, social, and cultural relationships.

#### **Numbers & Population**

- Awareness of various issues that affect the incoming CSUN student populations
- Build familiarity with relevant CSUN statistics
- Enhanced knowledge on success strategies as they relate to specific populations.

### **POSITION DESCRIPTION**

In support of the overall New Student Orientation (NSO) process, TAKE cast members will explore, create, and showcase a performance relating to prevalent issues college students may face today. Under the direction of SDTP Orientation Staff, Graduate Assistant, Activities Coordinator, Assistant Director, cast members will be immersed in an educational leadership program that will develop them into peer educators over several months.

TAKE cast members will also serve as NSO leaders during the days of New Student Orientation. Additionally, this position will assist in the support of the overall programming needs through:

- Research and review of current trends, topics, and facts that relate to the incoming student experiences.
- Articulation of CSUN resources, services, and policies during orientations.
- Facilitation of discussions post performances. During discussions, students will be referred to appropriate CSUN resources and services, as well as referencing factual data on incoming students.

### **GENERAL INFORMATION**

The exploration and creation of TAKE requires participation in an educational process structured and facilitated by the TAKE Team: Graduate Assistant, the Activities Coordinator & Assistant Director, which includes workshops, scriptwriting teams, and script practice leading up to the performance for new incoming students. In addition, cast members may have the opportunity to serve as student assistants for programming beyond TAKE's purpose should time allow.

### **QUALIFICATIONS & SKILLS DESIRED**

To be considered for this volunteer opportunity, you must meet the following qualifications:

- Minimum cumulative GPA of 2.0 or higher (*\*maintained throughout the entire time of service*)
- Strong communication, adaptability, and interpersonal skills
- Ability to work effectively in a team environment and produce small team projects
- Ability to communicate well via email, telephone, Zoom, Matasync, and Canvas

### **CAST EDUCATIONAL LEADERSHIP PROCESS**

The educational leadership process is much like a non-paid/volunteer internship that is met prior to performances and provides substantial information on a variety of topics including:

- Resources & Services: Exploration of university resources and services
- Personal & Leadership Development: On a range of topics such as Diversity, Communication, Facilitation skills, Performance, etc.
- University Policies: Building awareness on policies and procedures that directly affect student success including training on TITLE IX, Student Conduct, Executive Orders, and QPR/Crisis Management.
- Story Development: Creation of stories will occur throughout the education process utilizing Student Learning Outcomes (SLO) to help guide/shape the performance.

**CAST TIME COMMITMENT & PERFORMANCES**

Performances directly influence new student learning and are measured through an audience assessment tool.

When not facilitating the TAKE performance, TAKE Cast Members will volunteer their time as Orientation Leaders.

- NSO Season: All first-time freshman NSO dates.
- Availability, Time Commitment, & Compensation: Cast Educational Leadership Process (non-paid internship) that will begin February 2023 and go through September 2023
- TAKE Weekly Meetings: will be every **Wednesday between 9:30 AM & 12:30 PM (starting January 25<sup>th</sup>, 2023) OR Friday between 11:00 AM & 2:00 PM (starting January 27<sup>th</sup>, 2023)**
  - Meetings are designed to foster critical thinking, creativity, community etc. Each meeting is crucial for optimal success in the program. Cast members are **REQUIRED** to be present and ready to work at all call times. There is more to being on time and attending meetings, cast members should attend meetings ready to actively participate. Weekly meetings include a variety of facets, i.e. guest speakers, cast development, script brainstorming, surveys, etc.
    - “If you are early, then you’re on time, if you’re on time, then you’re late”
- Script Teams & Development: Cast members meet weekly on their own time to discuss and produce scripts/ideas which will eventually be utilized for the performance. Script Teams will be assigned to cast members to efficiently and effectively complete scripts. After scripts are completed and turned in, cast members will then have the opportunity to dialogue, discuss, and debate about topics, flow, and content of scripts that were written by other cast members.
  - Scripts are to be submitted in a timely order as well. Script teams must work efficiently in producing and editing all scripts to ensure all documents are submitted at the desired deadline set forth by the TAKE Team. Late scripts will prolong the process, and in return will hinder the cast from previewing any ideas during meetings.
- Guest Speakers: will present to the TAKE cast on demographics of the CSUN community, as well as avenues one can take to be successful. All guest speakers are **VOLUNTEERS**, please respect them and their time. Overall, guest speakers are here to support you as a cast member educationally and individually during your time within the program.

**EXPECTATIONS**

Under the general supervision from SDTP Staff members, the TAKE cast will be held to these expectations:

- Attend and actively participate in all NSO training sessions once a month and weekly TAKE meetings, beginning in January until August.
- Arrive on time and prepare to execute all tasks, workshops, and performances that are asked of them.
- Adhere to the dates and duties for this coming year’s NSO program including:
  - Uphold and maintain an open mind while discussing topics that relate to the diverse student populations both on campus and within the cast.
  - Uphold the confidentiality agreement signed. It is expected that all cast members respect the boundaries of others within the cast and not disclose any private information to anyone outside of the program.
  - Understand the flexibility of both the TAKE and NSO programs and be prepared to adapt to new and unforeseen situations.

### PARTICIPATION & ATTENDANCE

It is **REQUIRED** that all TAKE cast members attend all leadership training throughout the entire TAKE process. Missing meetings is highly discouraged, unless emergencies present themselves which will be dealt with between the TAKE Team and the Cast Member. Attendance at the following retreats and trainings are required and will NOT be excused under any circumstances:

- TAKE Retreat: POTENTIALLY February 24<sup>th</sup> through February 26<sup>th</sup> 2023
- NSO Training Days:
  - Thursday, March 2<sup>nd</sup> 2023
  - Thursday, April 6<sup>th</sup> 2023
  - Thursday, May 4<sup>th</sup> 2023
- Commencement 2023: TAKE Cast Members are expected to work as Ticket Scanners during all CSUN Commencement Ceremonies (*tentatively May 19, 2023 through May 25, 2023*)
- NSO Retreat: POTENTIALLY June 1<sup>st</sup> through June 3<sup>rd</sup> 2023
- Performance Table Reads: TBD - May/June
- Mock Orientation: POTENTIALLY July 27<sup>th</sup> 2023
- NSO Performance Days

### TECHNOLOGICAL DEVICES

Please turn off or put on silent anything that rings, buzzes, plays a delightful tune, or does anything else that will disrupt our time together. In our leadership trainings, we will be sharing ideas, opinions, leadership skills, and personal stories. It is inconsiderate to not be fully engaged in the present moment while your peers and supervisors are sharing. You will receive **ONE** verbal warning throughout our time together, after that disciplinary action will be taken. Every meeting time will have scheduled breaks so you may answer any phone calls or text messages then. Your laptop/device will be acceptable for referring back to scripts save on the computer. (Exceptions will be granted if asked to search something up)

### SOCIAL MEDIA

Social media and networking are integrated into our generation as it plays a big role in our day-to-day lives. Social media is prevalent, and these accounts and profiles are checked by employers when considering an individual for a position. These accounts are on a public domain, and shed light on yourself and what you represent. Your name and image are a brand, and like most companies, branding is essential to success. With that said, Social Media checks will be made frequently on your accounts (i.e., Facebook, Twitter, Instagram, Snapchat, TikTok Etc.). You will be a representation of not just yourself, but the entire NSO program and our "brand." If we feel like anything is harmful, inappropriate, or damaging to you or the NSO program, you will be asked to take it down. If such occurrences continue, a mediation meeting will be held to help establish ways of fixing the issue. We understand we are human, and we want to have fun and share with our friends and the world what we are doing and keep them in the loop. We just ask that you do so in a presentable and polished manner.

### EXTRAORDINARY CIRCUMSTANCES

We are all human. Things happen in our lives that may hinder us from moving forward with any projects or tasks. We as the NSO leadership team understand. Please, if any extraordinary circumstance were to arise, properly communicate with the TAKE Team so that we may find the means to help provide solutions. We are here to make this journey an enjoyable one, and will do our utmost to follow that value we have set for ourselves.

### HELP

We are here to help you! If at any time, you may need further assistance or support, please refer to the following TAKE Team who are available to you below.

- Director of SDTP: Christopher Aston
- Assistant Director of SDTP: Gabby Danis
- Activities Coordinator: Rose Merida
- Graduate Assistant: Andrew Diaz
- On-Campus Resources:
  - Disability Resources and Educational Services
  - National Center on Deafness (NCOD)
  - Klotz Student Health Center
  - University Counseling Services
  - Pride Center
  - Veterans Resource Center
  - Financial Aid and Scholarships Office
  - Career Center
  - Learning Resource Center (LRC)
  - Department of Police Services
  - Student Housing
  - Educational Opportunity Program (EOP)

### SCHOLARSHIP OPPORTUNITY?

This program supports a \$1,000 scholarship opportunity which is awarded after successful completion of program.

### QUESTIONS, COMMENTS, CONCERNS?

Please do not hesitate to seek help from **Rose Merida** at [roselva.merida@csun.edu](mailto:roselva.merida@csun.edu). By joining the TAKE 35 cast, you are declaring that you want to learn the ins and outs of our team, the program, the campus, and how to be a successful student and leader at CSUN. There is no question that is silly or stupid. Please ask, we are all here for you!

### TAKE 35 APPLICATION DEADLINE & COMPONENTS

Online application form found at <https://www.csun.edu/nso/nso-leadership-take-cast-application> must be submitted **by Tuesday, November 29<sup>th</sup> at 11:59 PM PST**.

Please email [roselva.merida@csun.edu](mailto:roselva.merida@csun.edu) the following by **Tuesday, November 29<sup>th</sup> at 11:59 PM PST**:

- PDF copy of your current Degree Progress Report (DPR)
- Personal Statement (two pages max, double spaced, 12 point font, Times New Roman or Calibri)
  - **PROMPT:** Describe a difficult experience in your life and detail how you overcame it, then please share how this experience shaped who you are today. What words of wisdom would you give to incoming students? How would being part of the TAKE Program affect you as a leader?
  - **END YOUR STATEMENT WITH:** "My name is [FULL NAME], I'm a [CLASS STANDING] majoring in [MAJOR], and I'd like to leave you with this [INSERT QUOTE THAT PERTAINS TO YOUR EXPERIENCE]."