



Orientation Policy Manual

Revised March 2009

ARTICLE 1. INTERPRETATIONS

- 1.01** In this part and any other part of this manual, unless the context requires otherwise,
- 1.01.01 “Executive” means the Executive of the Association,
- 1.01.02 “Orientation Committee” means the Head Teach, Academics Teach, Financial Teach, Social Teach and Vice President (External),
- 1.01.03 “Orientation Executive”, also known as Teach Exec, means the Head Teach, Academics Teach, Financial Teach and Social Teach,
- 1.01.04 “Orientation Leader”, also known as a Teach, means Association members responsible for individual frosh groups.

ARTICLE 2. ORIENTATION

2.01 Orientation Executive Responsibilities

- 2.01.01 The Orientation Executive are responsible for providing incoming first year students with a smooth transition into university life.
- (a) The Orientation Executive shall fulfill this mandate by,
- i) ensuring incoming students are academically prepared to register for and begin classes,
 - ii) ensuring incoming students are aware of available resources offered in the Queen’s and Kingston communities,
 - iii) assisting the Orientation leaders in creating a socially comfortable environment for all incoming students.
- 2.01.02 The Orientation Committee shall plan, administer, and oversee Con-Ed Orientation. The Head Teach and the Orientation Executive shall provide a supportive zone for incoming students, and shall ensure all orientation activities promote and foster an awareness of their place in the Queen’s and Kingston communities.
- 2.01.03 The Faculty advisor to the Orientation Executive shall be the Associate Dean of Education, or designate, pending approval by the Orientation Executive. The responsibilities of the faculty advisor will be outlined by external Orientation review boards.

- 2.01.04 The Orientation Executive shall have a separate bank account from that of the Association. Financial Teach and Head Teach shall be the co-signatories of the account.
- 2.01.05 Upon completion of the final budget for Orientation Week, a report shall be made to the Council on the financial standing of the Orientation account.
- 2.01.06 The Orientation Executive shall adhere to the established rules of the Association and any other University Orientation Review Boards.

2.02 Orientation Leaders Responsibilities

- 2.02.01 Orientation Leaders shall send letters to the incoming first year students in the summer to welcome them and to inform them about Concurrent Education.
- 2.02.02 Orientation Leaders shall adhere to the established rules of the Association and any other University Orientation Review Boards.
- 2.02.03 The Vice President (External) shall be informed of all Orientation activities.
- 2.02.04 All ORT event forms shall be approved by the Vice President (External) as well as the Associate Dean of Education.
- 2.02.05 In the event that substantial changes are made to any event, slogan, or other major element of the Orientation Week, the Vice President (External) and the Associate Dean of Education shall be informed.
- 2.02.06 The Council may submit specific recommendations or directions concerning the duties of the Orientation Committee or the events of Orientation Week

ARTICLE 3. ORIENTATION EXECUTIVE HIRING

- 3.01** The Orientation Executive shall be hired by the outgoing Orientation Committee.
- 3.01.01 Should a member of the Orientation Committee be absent, another member of the Executive shall be present at all interviews.
- 3.02** The hiring process shall consist of,
 - 3.02.01 an individual interview,
 - 3.02.02 a series of group interviews consisting of situational questions.
- 3.03** The hiring process shall be completed before the end of Fall Term.

- 3.04** Candidates applying for Orientation Executive positions shall have participated in a previous Orientation Week in a leadership role including, but not limited to; Teach, Gael, SOARB, and ORT.
- 3.05** All candidates for the Orientation Executive shall be in good academic standing, subject to approval by the Associate Dean of the Faculty of Arts and Science.

ARTICLE 4. ORIENTATION LEADER HIRING

- 4.01** The Orientation Executive shall be responsible for the hiring of Orientation Leaders.
- 4.02** The hiring panel shall consist of,
- 4.02.01 the current Orientation Executive,
- 4.02.02 one member of the Executive,
- 4.02.03 one Association member at large.
- 4.03** Bribes shall not be accepted by any member of the selection committee from anyone applying for the position of Orientation Leader.
- 4.04** The number of Orientation Leaders chosen shall be no less than thirty (30) and no more than forty (40).
- 4.05** The hiring process shall consist of,
- 4.05.01 a fifteen (15) to twenty (20) minute group interview and,
- 4.05.02 a ten (10) to fifteen (15) minute individual interview.
- 4.06** The Orientation Leaders shall be hired before the end of February.
- 4.07** Orientation Leaders shall be in good academic standing, subject to approval by the Associate Dean of Arts and Science.
- 4.08** Notice for the hiring of the Orientation Executive as well as the Orientation Leaders shall be given to all members of the Association by email, and when possible, the Association website and Newsletter.
- 4.09** The Orientation Executive shall be responsible for advertising the nature of the positions, deadline for applications, interview dates, and academic requirements.
- 4.10** All applications shall be submitted to the Head Teach.

ARTICLE 5. TRANSITION

5.01 All members of the Orientation Executive shall compose a written report of Orientation Week detailing their specific duties and any recommendations they may have for the incoming Orientation Executive.

5.01.01 This report shall be handed over to the incoming Orientation Executive at a transition night.

5.02 Transition of the new Orientation Executive must be complete before the end of January.