



STUDENT TRANSFORMATIVE LEARNING RECORD

# Student Ambassadors Guidebook Fall 2017



Discipline Knowledge



Global & Cultural  
Competencies



Health & Wellness



Leadership



Research, Creative  
& Scholarly Activities



Service Learning &  
Civic Engagement

# Welcome!

We are so glad to have you as a STLR Student Ambassador! Serving as an Ambassador will provide you with opportunities to spread the word about STLR, tell students how it can help them, share your STLR story and continue your transformative learning experiences, especially in the tenet of Leadership.

In this guidebook, you will find information to help you achieve these goals. Please read it in its entirety and use it as a reference if you have questions. If you have additional questions beyond what is listed here, feel free to contact us and we will be happy to help you.

## Contact Information

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## STLR Student Ambassadors, 2017-2018

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## Follow us on social media!



@ucostlr



@ucostlr



@ucostlr



stlr@uco.edu



uco.edu/  
stlr

## Goals of STLR Student Ambassadors

We hope to accomplish a broader understanding of STLR across the UCO campus. We want to connect students to this initiative and help them get involved because we have seen the success that students have had from being a part of STLR. As an Ambassador, you have a vital and unique role in accomplishing that. As we go through the semester, feel free to share any ideas you may have of how we can meet these goals and reach students in new ways.

## Student Ambassador Responsibilities

Your responsibilities include:

- being punctual, dressing appropriately, communicating clearly, and being welcoming to students
- being well-versed in STLR goals, activities, and FAQs
- following STLR on social media
- hosting tables (NUC, Broncho Lake, etc.) to talk about STLR and collect social media followers
- talking to your friends to connect them to STLR
- chalking STLR logos around campus
- visiting STLR-tagged events to take pictures and write captions for social media
- giving short STLR talks to classes and student groups
- assisting with STLR info sessions or ePortfolio training
- interviewing students to learn about the projects they are working on
- attending monthly professional development meetings
- submitting biweekly reflections and a final artifact for assessment



As an Ambassador, you will be required to work at least twice a month, in addition to attending our regular monthly meetings. You may complete any two activities: STLR-tagged events, tables, interviews, chalking, class presentations or other projects as agreed upon with STLR.

Each Ambassador is allotted 15 hours of paid time for the semester: 12 hours for outreach on campus and 3 hours for professional development. Here's a detailed look at what some of your responsibilities will look like:

### STLR-tagged Events

STLR-tagged events are held on- and off-campus throughout the semester. We like to post pictures from these events on social media. This should take 15 minutes per event.

We ask that you sign up for events that you would like to go to, take a few photos and write a short description. Then, post the pictures and description in GroupMe (See Communication section on Page 5). A communication assistant or assistant director will then post the pictures and description to STLR's social media.

It is important that you send pictures and descriptions to GroupMe in a timely manner so we can post them as soon as possible.

We are looking for pictures of people actively participating in the event. This could be a speaker addressing the audience, students working in groups, students swiping in to the event near a STLR

banner, etc. The goal is to draw attention to our social media and to show others how students can engage with STLR!

Please do not send pictures of fliers, programs or banners on their own. We want to show the UCO community actively engaging in STLR activities.

We also encourage you to post on your personal accounts by sharing STLR's posts or tagging @UCOSTLR and #ucostlr.

One Ambassador may sign up per event. We have a D2L course where the calendar of events is posted, along with a Google Doc, so you can enter your name and the event you are going to. Here are some examples of what we are looking for:

**Twitter:** One photo and caption 140 characters (including spaces) or less.



**Facebook:** At least one photo and 1-3 sentence caption. Can be the same photo and caption as Instagram.



**Instagram:** At least one photo and 1-3 sentence caption. Can be the same photo and caption as Facebook.





## Communication and Absence Policy

Student Ambassadors, Student Communications Assistants and Assistant Directors will be added to a GroupMe. If you have not used GroupMe before, let us know and we can show you how it works. It is important that you have access to the GroupMe so that we can contact you more quickly than by email. The expectation is that you acknowledge messages from communication assistants and assistant directors with prompt responses.

This group is intended for professional use only to serve reminders for meetings and deadlines, for you to find a replacement if you cannot attend an assignment, and for you to post photos and captions from STLR-tagged events for social media.

If you are unable to attend a STLR-tagged event, tabling, or other assigned activity, you are responsible for finding a replacement and notifying Macie and Jessica at least two weeks in advance.

Absences from monthly meetings must be substituted by scheduling to meet with Macie and Jessica separately.

Macie and Jessica can be reached by email, phone, text and GroupMe. Messages sent before or after regular work hours (8 a.m.-5 p.m.) may not be returned immediately, except in cases of emergency.

## Tabling Events

Tabling is a great opportunity to interact with students and to share your STLR experience with them. We will host tabling events at least once a month with two people at each table.

Tabling includes gathering supplies from the STLR office, checking in to the Conference and Events Office in NUC 317B before setting up, setting up the table (see example photo), getting students to stop at the table and telling them about STLR, tearing down and putting away all supplies.

Plan to gather supplies and setup 30 minutes before the time the table is scheduled for. You will always need:

- a cart to hold supplies
- the black table cloth
- the six tenet STLR banner
- "Follow us on social media" sign
- iPad, lock and stand (ask Mark, Camille, Brenton or Cristi at the front desk)
- STLR business cards
- small items to give away (pens, pencils, stickers, etc.)
- your STLR name tag (to be kept in the office when not in use)
- a signup sheet and example items if hosting a drawing



Most items are stored in Macie and Jessica's cubicle.

End times are always approximations, but when foot traffic dies down, pack everything into the cart, check out at the Conference and Events Office in NUC 317B, and bring supplies back to the office. Please put remaining items back where you found them. Return the iPad and lock to an assistant director.

# Chalking

We like to chalk our social media handle (@UCOSTLR), hashtag (#UCOSTLR) or website (strl.uco.edu) for students to see our logo and learn to associate it with STLR-tagged activities. There will be an opportunity for 1-2 Ambassadors to chalk once every two weeks. You can sign up in the Google Doc in the D2L course.

The doc is prepopulated with routes and dates. Choose one day in the time frame to chalk along the designated route. Chalk sticks, sprayers, rollers and brushes are available in the STLR office.

We have two stencils that say "STLR" and "Student Transformative Learning Record." You can write @UCOSTLR, #UCOSTLR and STLR.uco.edu with freehand, but you must use both STLR stencils near words you write by hand.

**Chalking rules:**

- Follow one colored path
- Write @UCOSTLR, #UCOSTLR or STLR.uco.edu and use both stencils nearby
- Focus on intersections of the side walk
- Never chalk under an overhang
- Don't chalk if there's more than a 49% chance of rain in the next 24 hours
- Clean all equipment and properly store it when finished

**DINING OPTIONS**

- Buddy's Cafeteria (#6)
- Broncho Sports Grill – University Suites (#53)
- Express Food Court – NUC (#36)
- Legends Restaurant – NUC (#36)
- Outtakes® – Chambers Library (#11)
- Starbucks® – NUC (#36)

**MAP LEGEND**

1. Art & Design Building
2. Baptist Collegiate Ministries
3. Baseball Field
4. Broncho IV Apartments
5. Broncho Lake
6. Buddy's Cafeteria
7. Business Building
8. Center for Transformative Learning
9. Central Gateway
10. Central Plant
11. Chambers Library
12. Communications Building
13. Coyner Health Sciences
14. Edmond Chamber of Commerce
15. Edmond Fire Station No. 1
16. Education Annex Building
17. Education Building
18. Evans Hall
19. Facilities Management
20. Forensic Science Institute

21. Hamilton Field House
22. Health and Physical Education
23. Housing Office
24. Howell Hall
25. Human Environmental Sciences
26. International House
27. Laboratory Annex Building
28. Labyrinth
29. Liberal Arts
30. Lillard Administration Building
31. Math and Computer Science
32. Meiton Art Gallery
33. Mitchell Hall
34. Murdaugh Hall
35. Music Building
36. Nigh University Center

37. Old North
38. OU Physicians Health & Wellness Clinic
39. Plunkett Park
40. Police Services
41. Power Plant
42. President's Annex
43. Reflection Park
44. Scene Shop
45. Softball Field
46. Tennis Courts
47. Thatcher Hall
48. Thompson Soccer Field
49. Transformative Learning Quadrangle (The Quad)
50. University Commons
51. University Commons Clubhouse
52. University House
53. University Suites
54. Wantland Hall
55. Wantland Stadium
56. Wellness Center
57. West Hall
58. Y-Chapel



## Class Presentations

You will have the opportunity to speak to classes and student groups to tell them about STLR. This will consist of spending about 10 minutes describing the initiative, showing a promotional video, answering any questions they may have, giving out some STLR “swag,” and telling them about our website and social media.

STLR staff will schedule these speaking engagements and assign 1-2 Ambassadors to make the presentation. You must attend at least one presentation by Jessica, Macie or an assistant director before you will be scheduled to give a class presentation on your own.

You can find speaking tips and answers to commonly asked questions on the next few pages.

### Sample script

“Hello everyone! My name is Jessica Phillips and I am here to tell you about STLR, which is the Student Transformative Learning Record here on campus. Has anyone heard of it yet? It is a new initiative designed to help you showcase your transformative learning experiences here at UCO.

I love STLR because it has given me opportunities to practice [leadership, research and creative activities, and to learn about civic engagement.] I’ve gotten to learn about these tenets through [a STLR-funded project called Intern UCO and through STLR-tagged events here on campus.]

To learn more about STLR and ways you can get involved, let’s watch a short video and then I’ll answer any questions you guys have.”

Then, invite them to visit our website ([uco.edu/](http://uco.edu/)



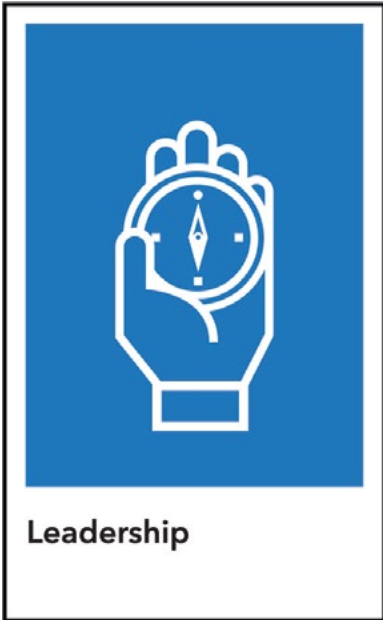
[stlr](http://uco.edu/stlr)) and follow us on social media (@ucostlr) for updates.

{The video is on [uco.edu/stlr](http://uco.edu/stlr); YouTube: <https://youtu.be/PyQPEDaY8eg>; Facebook: @UCOSTLR}

### Tips for Speaking

- Dress appropriately - NO short shorts or short shirts, tanks tops, or apparel from other institutions.
- Greet the instructor/group lead
- Talk LOUDLY
- Speak slowly
- Share your STLR story
- Do not exceed your allotted time
- Face the students and use welcoming body language (avoid crossing your arms)
- Make eye contact whenever possible
- When you ask a question, wait 7 seconds for someone to answer before you speak again
- Engage the students - if time allows you can ask them questions about what they learned from the video, if they’ve had transformative learning experiences, what experiences they have had that they can highlight in an ePortfolio, etc
- Do a STLR activity, like matching tenets to projects
- If you don’t know the answer to a question, direct the student to visit [uco.edu/stlr](http://uco.edu/stlr) or get their email address and follow up with them after you find the answer

## Biweekly Reflections



The STLR Student Ambassadors are part of a STLR-tagged group in the Leadership tenet. As such, artifacts must be submitted to be assessed. When you submit a time sheet from your work as an Ambassador, you will also submit a reflection on the D2L discussion board. Expect to spend about 15 minutes of paid time doing this every two weeks.

A reflection should be about a paragraph long. Questions to promote reflection will be provided on D2L and will lead you to consider what you have learned from being an Ambassador, how you have practiced leadership, etc.

Leadership is the primary tenet you will be assessed in, but you may demonstrate other tenets that we can assess you in as well. If you do not work in a pay period, you do not need to submit a reflection.

## Time sheets

Pay periods are biweekly. You are expected to enter your hours at the end of each day that you work and submit your time sheet at the end of the two-week pay period. Refer to your time sheet in UConnect to see the deadline for submission.

If you miss the deadline to submit your time sheet, you may need to complete a paper time sheet which could delay your pay.

### To log your time:

1. Log into UConnect
2. Go to the Employee tab
3. Go to Time Approval and click on Time Sheet
4. Select the time sheet for the Student Ambassador position
5. Enter your time in increments of 15 minutes
6. Save your changes, but do not submit for approval until you have entered all of your hours for the two-week pay period
7. Be sure to submit your time sheet before the deadline

### Example of the time sheet:

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period. **By submitting the hours listed on this time sheet, you certify that the time entered represents a true and accurate record of my time.**

**Time Sheet**  
**Title and Number:** Regular Student Clerical-ASTDT -- 993763-00  
**Department and Number:** Assessing Student Transformation -- 022010  
**Time Sheet Period:** Aug 06, 2017 to Aug 19, 2017  
**Submit By Date:** Aug 21, 2017 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 06, 2017	Monday Aug 07, 2017	Tuesday Aug 08, 2017	Wednesday Aug 09, 2017	Thursday Aug 10, 2017	Friday Aug 11, 2017	Saturday Aug 12, 2017
Regular Pay	1	0	4		Enter Hours	Enter Hours	Enter Hours	4	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			4		0	0	0	4	0	0	
<b>Total Units:</b>				0	0	0	0	0	0	0	

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**



## Connecting to STLR

Now that we have covered expectations and responsibilities of Student Ambassadors, let's take a look at STLR. You will have a vital role in helping students to STLR here at UCO, so it is critical that you understand the initiative. There is a lot of information provided on the website, [uco.edu/stlr](http://uco.edu/stlr). If you have any questions about STLR, please don't hesitate to ask. We are here to help you!

### What is STLR?

The Student Transformative Learning Record is an initiative to help students gain experience and develop "soft skills" by connecting them to the Central Six Tenets established by the University.

STLR is like a second transcript for students to record their transformative learning experiences. Students can reflect on their transformative learning experiences and receive feedback and STLR "credit" from their supervisor or instructor.

Then, they can store and display these artifacts (papers, projects, documented research, etc.) in personalized STLR printouts or ePortfolios that they can share with potential employers, graduate schools or others to show their strengths.

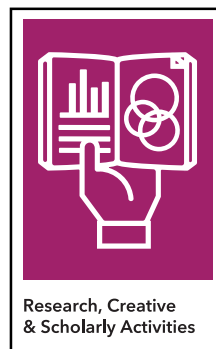
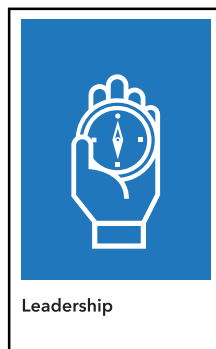
There are three levels of achievement: Exposure, Integration and Transformation. Transformation is the highest level of development. Students who achieve this earn cords in the color of the tenet they were transformed in to wear to graduation.

Achievement levels are not reached based on the number of "credits," but rather on a student's demonstrated level of transformation from a particular project or experience.

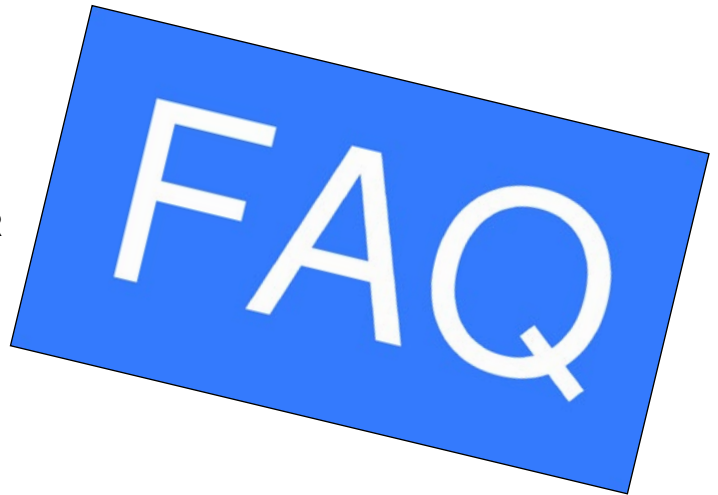
### The Central Six Tenets

The Central Six Tenets were established by the University to help students become more productive and engaged members of society.

- **Discipline Knowledge** is a student's major field of study and is recorded on their academic transcript, not by STLR.
- **Global and Cultural Competencies** focuses on cultural diversity, awareness, consciousness and respect.
- **Health and Wellness** incorporates all aspects of being healthy physically, spiritually, emotionally, intellectually, environmentally, and in social and interpersonal situations to achieve goals.
- **Leadership** equips students to influence and motivate individuals, groups and organizations for the greater good.
- **Research, Creative and Scholarly Activities** is about student-centered learning and mentorship from faculty, staff or professionals, to give scholarly or creative contributions to an area of study.
- **Service Learning and Civic Engagement** promotes community volunteerism and service activities to create civic responsibility, community-mindedness, commitment to public life, ethical deliberation and working for the common good.



# Frequently Asked Questions



As an ambassador, you need to be able to answer questions about STLR. Talking about your transformative learning experience and what you have learned through your involvement with STLR is one of the best ways to communicate why it matters. This FAQ section can help you answer some of the most common questions (and/or see <http://www.uco.edu/central/tl/stlr/details/student-faqs.asp>).

## Who can be a STLR student?

All UCO students can, and should be, STLR students! You participate in STLR by taking a class with a STLR assignment, attending a STLR-tagged campus event and swiping in, being elected/chosen for a student group with STLR ties, or undertaking an independent student project.

## How do I start getting STLR credits?

The four ways students can get STLR credit are through STLR class assignments like a reflection paper from your Service Learning Project in Success Central; by attending Official STLR-tagged events like the International Festival or participating in the Big Pink Volleyball tournament; working with a Student Organization or Group with STLR reflection like the Health and Wellness Peer mentors; STLR TL Student Projects like researching syllabus wording, helping in an after-school

program or an Intern UCO position.

There are three levels of assessment that can be achieved: Exposure, Integration and Transformation. Levels are determined based on assessments given by STLR-trained faculty/staff supervisors.

## How do I find a class with STLR assignments?

After faculty submit their assignments to be STLR-tagged, we post them to [STLR.uco.edu/activities](http://STLR.uco.edu/activities). These assignments should also be indicated on your syllabus.

## How do I find events that are STLR-tagged?

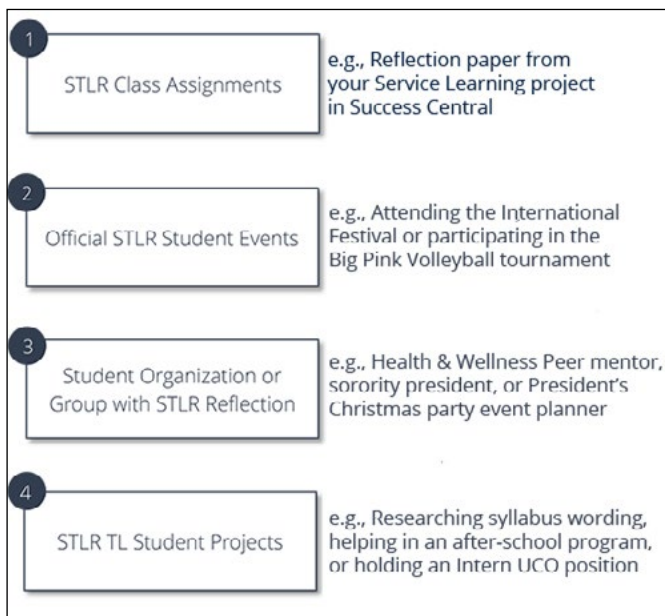
Check out the STLR-tagged events feed for an updated list at [STLR.uco.edu/activities](http://STLR.uco.edu/activities), but also watch for advertising from all the groups across campus. They should have the STLR logo, a tenet icon logo, and/or mention us in the text of their advertising.

## How do I propose a TL Student Project?

1. Come up with an idea, in discussion with your potential faculty/staff supervisor, for a project that would take between one day and one year to complete

2. Determine one or more of the UCO Central Six tenets (beyond Discipline Knowledge) through which you think this project would help you grow

3. Submit your TL Project Proposal online at [ucostlr.infoready4.com](http://ucostlr.infoready4.com). Applications usually open in March or October.



## Frequently Asked Questions Continued

### Can I follow, like, retweet, and share STLR's social media?

YES, we'd love for you to follow us, like our posts, retweet/share our posts, and give us feedback on our social media platforms. We're on Facebook, Twitter, and Instagram as [ucostlr](#).

### What are the goals of STLR?

- Increase the number of transformative learning experiences available to UCO Bronchos
- Provide a way for Bronchos to record their transformative learning experiences and present them to future employers, graduate schools, and scholarship committees
- Increased selection of graduating Bronchos in graduate schools and jobs
- Graduating UCO students who engage, contribute, and succeed as citizens in the OKC metropolitan area, and beyond that, stay connected to Central as alumni

### How can I track my STLR progress?

You can check the "My Dashboard" after logging into D2L. It will show you your overall STLR progress, or you can click on the current semester to see this semester's achievements and upcoming STLR assignment opportunities.

### What can I do to highlight my STLR experiences?

Start compiling examples of your work in your D2L ePortfolio file repository. All over D2L, you'll find "push to ePortfolio" links. Click on those to push any and all of your amazing work...and do it before the semester ends and you lose access to those courses. You can tag these files, so that they'll be easier to search later when you're building your ePortfolio presentations. The Technology Resource Center offers student training on building ePortfolios and UCO's Career Development Center will be able to help review your ePortfolio presentations. Then, just share the link in your job applications, cover letters, and resumes.

### How can I earn STLR graduation cords?

If one of your STLR instructors/supervisors assesses one of your artifacts as showing great evidence of "transformation" in one or more tenets, you'll be eligible to receive a graduation cord of that tenet's color.

*You can find more FAQ questions at [uco.edu/stlr](http://uco.edu/stlr).*



STLR Cording Ceremony, December 2016, Radke Auditorium.