



2016-2017 Spirit Master Application

Spirit Masters are the official student ambassadors of Western Kentucky University. The title “Spirit Masters” is derived from the university motto “The Spirit Makes the Master.” Our purpose is to provide an extra measure of hospitality at WKU, making visitors feel that they have had a truly exceptional experience. Spirit Masters work closely with those interested in promoting WKU including the Office of the President, the Office of Admissions, the Office of Alumni Affairs, the Office of WKU Athletics, and with various community groups.

If you are interested in applying to become a Spirit Master please take note of the following dates and deadlines:

Tuesday, November 10, 2015	Spirit Masters ‘Meet & Greet’ Gathering Downing Student Union- 3 rd Floor / President’s Room- #3020 8:00 pm – 9:00 pm
Wednesday, February 24, 2016	Spirit Masters ‘Meet & Greet’ Gathering Downing Student Union- 3 rd Floor / President’s Room- #3020 7:00 pm – 8:30 pm
Tuesday, March 15, 2016	Spirit Masters ‘Meet & Greet’ Gathering Stakz Frozen Yogurt Behind Rafferty’s – 1945 Scottsville Road 6:00 p.m. – 8:00 p.m.
Monday, March 28, 2016	Spirit Master Application Deadline Submit <u>Spirit Master Application Packet</u> to: Attention: Lucinda F. Anderson, Chair Spirit Masters Advisory Council Office of Special Events & Ceremonies Suite #150/Wetherby Administration Bldg. Office Hours: 8:00 am – 4:30 pm
Friday, April 8, 2016	Post Schedule for First-Round Interviews Schedule Front Entrance Door/Wetherby Administration Building 8:00 am
April 11 – April 13, 2016 Monday - Wednesday	First-Round Interviews Cherry Hall Second Floor/ 5:30pm - 9:00 pm

Friday, April 15, 2016	Post Schedule for Second-Round Interviews Front Entrance Door/Wetherby Administration Building 8:00 am
April 18-20, 2016 Monday - Wednesday	Second-Round Interviews Wetherby Administration Building – Lobby Level President's Conference Room/ Suite #150 Schedule Time (evening) - TBD
Wednesday, April 20, 2016	Spirit Masters, Class of 2016-2017 "Meet Me on the Hill"- Cherry Hall at Midnight
April 23-24, 2016 Saturday - Sunday	Spirit Master Training Retreat- Mandatory Camp Loucon (overnight stay required) Times - TBD

ABOUT THE SELECTION PROCESS

The selection of new Spirit Masters occurs in three parts: (1) Timely submission of a completed application with references, class schedule, unofficial academic transcript, and photo; (2) first-round interview for all applicants with a panel consisting of three to four members of the University faculty, staff and administration; and (3) a second-round interview for selected applicants with the Spirit Masters Advisory Council and additional appointed individuals. New Spirit Masters are selected based on their performance in all levels of the selection process.

Applicants participating in WKU Collegiate Programs – Study Abroad or Study Away- will follow the same interview process via Skype. Scheduling will be determined prior to first-round interviews.

Please Note: Students participating in the **Semester at Sea Program** (January – April) must complete the following process before their departure:

1. Submit the Spirit Master Application Packet by Tuesday, December 8, 2015 to Lucinda F. Anderson, Office of Special Events & University Ceremonies/Wetherby Administration Bldg./Suite#150/ 8:00 am-4:30pm
2. Conduct a videotaped interview on Thursday, December 10, 2015 with select members of the Spirit Masters Advisory Council. This interview will be shared with the entire Spirit Masters Advisory Council. This interview will be shared with the entire council during the second-round interviews in April.

MEMBERSHIP CRITERIA

- 1.) Cumulative GPA of 2.5 or higher
- 2.) At least second semester freshman classification
- 3.) Full-Time enrollment as an undergraduate student for the subsequent academic year.
- 4.) If selected as a new Spirit Master in the Spring of 2015, you must be enrolled 'on campus' for the following Fall semester. After your first full semester as a new Spirit Master, you may participate in the WKU-Collegiate Programs – Study Abroad or Study Away.
- 5.) Ability to devote at least sixty hours in the fall semester and forty hours in the spring semester to assignment obligations.
- 6.) Ability to attend the mandatory Spirit Masters Training Retreat/ April 23 – 24, 2016.
- 7.) Desire to learn all facets of WKU and remain updated on current events and progressive changes concerning the University community.
- 8.) Willingness to learn the Office of Admissions WKU Campus Tour, both shuttle and walking, and to present it in a professional manner to prospective students, their parents, and campus visitors.
- 9.) Excellent oral communication skills and poise while dealing with diverse groups of visitors.

SPIRIT MASTER APPLICATION PACKET

You are required to submit a ***Spirit Master Application Packet*** containing the following:

- 1.) Three letters of reference (a. faculty; b. staff or community; and c. student or peer).
Each letter must be in an individual sealed envelope with the reference's signature written across the sealed flap. Please ensure your name is written on the envelope and on the enclosed letter. Letters of reference may not be emailed EXCEPT in the case of those students participating in the Study Abroad or Study Away Programs.
- 2.) Personal Information
- 3.) Short Answer Questions
- 4.) Letters of Reference List – include contact information for all references.

PERSONAL INFORMATION

Please print or type:

Full Name: _____

Preferred Name: _____

WKU ID: _____

Email: _____

Local Address (school):

Permanent Address (parents):

Local Phone: _____

Permanent Phone: _____

School Classification: _____

Completed Credit Hours: _____

Cumulative GPA: _____

Major: _____

Minor: _____

If currently participating in Study Abroad or Study Away during the interview process, please specify exact location (i.e. Harlaxton, Washington, D.C. etc.) _____

Place of Employment: _____

Work Phone: _____ Hours per week: _____

Are there dates or times that you would be unavailable for a first round interview? _____

If so, when would you not be available? _____

SHORT ANSWER QUESTIONS

Please answer the following questions. Limit your responses to a maximum 500 words per question. Be sure to number each answer with the correct question number.

- 1.) List ALL campus activities, organizations, or outside interests (hobbies, volunteer work, etc.) with which you are currently involved. Briefly mention any office(s) currently held and/or past positions held. If you are a freshman, this can date back to high school.
- 2.) What would you consider to be the most important attribute for one to possess in serving as an official representative of WKU and why?
- 3.) Suppose that a high school senior is applying to various colleges and is interested in knowing more about WKU. Other than size and diversity, how would you describe one advantage and one disadvantage of WKU to the prospective student?
- 4.) What do you expect to give and receive from involvement in Spirit Masters?
- 5.) What does "The Spirit Makes the Master" mean to you?

LETTERS OF REFERENCE

WKU Faculty Reference (WKU Classroom Setting)

Name: _____

Department: _____

Office Phone: _____

Office Hours: _____

WKU Staff or Community Reference

Name: _____

Department/Organization: _____

Office Phone: _____

Office Hours: _____

WKU Student or Peer Reference

Name: _____

Classification: _____

Phone: _____

Best Time to Reach: _____

Please attach a recent photograph, a current class schedule from TopNet, and an unofficial academic transcript from TopNet. Applications that do not include these items will not be considered.

PLEASE INDICATE HOW YOU HEARD ABOUT SPIRIT MASTERS (i.e. website, flyer, professor, current Spirit Master (please indicate name), etc...)

If you have any questions regarding the selection process, please contact Taylor Bowling, Spirit Master Chair, @ taylor.bowling065@topper.wku.edu or Lizzie Brand, Spirit Master Vice Chair, @ spirit.masters@wku.edu.

"The Spirit Makes the Master"