



MSC L.T. Jordan Application for Spring Membership
DUE at 5:00 PM, February 1st, 2017

Please type or print:

Name	Last Name	First Name	Email Address
Local Address	Street	City, State	Zip Code
Permanent Address	Street	City, State	Zip Code
Personal Details	Date of Birth	Phone	No. of semester hours taking?
Academic Details	Major	GPR at least 2.25? Yes or No	Classification/UIN

The MSC L.T. JORDAN INSTITUTE is a diverse committee comprised of different programs with the common goal of providing awareness of international cultures to both the campus and community. **Every member is expected to contribute to the Jordan Institute’s programs.**

The Jordan Institute is focused on two main programming areas: international programming and on-campus programming.

Each member is expected to assist with a subcommittee of his/her choice, in addition to normal programming work. If you have any other questions, please e-mail ji-chair@msc.tamu.edu or call the Jordan Office at 979.845.8770.

Spring membership dues are **\$15.00** per member to be paid at the MSC Box Office upon membership acceptance. The money will be used for retreats and trips for committee members, as well as to provide food at committee functions. In addition to the mandatory dues, optional expenses may exist for certain social events, committee merchandise, or for other reasons. These expenses are completely optional and do not affect membership status in the committee.

IMPORTANT: Applications should be turned in to the Student Programming Office (SPO) front desk of the Memorial Student Center (MSC 2240) by 5 PM on Wednesday, February 1st, 2017. Make sure your bio data and cover sheet are attached. TO ACCESS BIO DATA SHEETS, GO TO <http://www.msc.tamu.edu/spo/apply>, follow the link on part 2, fill out the form, and print the resulting sheet. Applicants will sign up for an interview slot on a sheet at the front desk of the SPO upon submittal of the application.

New members will be required to attend the Jordan Institute First Year Experience in February at the Memorial Student Center. They will also be asked to attend the Jordan Institute retreat (to be announced).

Please indicate your interest in the following subcommittees, ranking them 1-3 (1 being the greatest interest). We will do our best to accommodate your first preference. Information about each subcommittee and its individual programs is at the end of this application.

_____ INTERNATIONAL PROGRAMMING _____ ON-CAMPUS & LOCAL PROGRAMMING _____ SUPPORT RESOURCES

Please answer the following questions on a separate sheet(s) of paper and attach it to the back of your application. Please put your name on all attached sheets.

1. How do you feel the MSC L.T. Jordan Institute can help you to develop as an individual, and how can you contribute to the committee's strengths and development?
2. Which program do you find the most interesting, and why? What ideas do you have to make the program more successful in its mission?
3. Why do you believe that it is important for the student body of Texas A&M to be informed about other cultures?
4. How did you hear about us?

*****General committee meetings and subcommittee meetings are held on Wednesdays at 7 P.M. throughout the semester. Members are expected to attend all general meetings, subcommittee meetings, and retreats.*****

THANK YOU FOR APPLYING!

MSC L.T. JORDAN INSTITUTE SUBCOMMITTEES

THE INTERNATIONAL PROGRAMMING SUBCOMMITTEE IS COMPRISED OF:

The **International Service Program (ISP)** is a sub-subcommittee that organizes and oversees Jordan's programs in the Dominican Republic and Belize for graduate students. These programs focus on medical service and marine ecology studies. Members will work with people from a variety of academic bodies on campus and assist with the selection and orientation of program participants. Duties of the ISP sub-subcommittee include:

- Coordinating marketing of the program to prospective applicants (Fall)
- Reviewing applications, conducting interviews, and selecting participants (Fall)
- Planning the orientation and training process for participants (Fall)
- Helping with fundraising for the program, including grant writing and meeting with potential donors

The **MSC Jordan Fellows Program** is the Jordan Institute's oldest program. It allows students involved in research to travel abroad to pursue their research interests. Members will work with people from a variety of academic areas in coordinating the many aspects of this program. Duties of the Fellows sub-subcommittee include:

- Marketing the program to prospective applicants (Fall)
- Planning the annual Jordan Fellows Banquet (Spring)
- Working with Fellows to plan their presentations for the University and the B/CS community

The **Internship and Living Abroad Program (ILAP)** is one of Jordan's most successful programs. Each summer, the Jordan Institute will send students to intern in Chile, England, Singapore, and Spain. Members are involved in selecting participants and helping them prepare for these experiences. Duties of the ILAP sub-subcommittee include:

- Marketing the program to prospective applicants (Fall)
- Reviewing applications, conducting interviews, and selecting participants (Fall)
- Coordinating the orientation process for participants (Spring)
- Planning for the future expansion of the ILAP program

THE ON-CAMPUS & LOCAL PROGRAMMING SUBCOMMITTEE IS COMPRISED OF:

The **On-Campus Programming** sub-subcommittee is charged with planning on-campus performance and lecture programs. The programs provided on campus are an important part of Jordan's mission; therefore we strive to develop programs of high quality that will engage a significant and varied part of the student body and surrounding community. Duties of the programming sub-subcommittee include:

- Creation of new programming ideas
- Coordinating the necessary logistics for successful programs

- Marketing the programs around campus through a variety of mediums

The **International Educational Outreach (IEO)** program is an exciting program that provides information about other cultures to students in the Bryan and College Station school districts. Members work with teachers and school staff to plan events, coordinate with various international performance groups on campus, and attend the events to ensure their success. Teachers may request a presentation on a specific country or international issue as well as a group performance. This educational program highlights a variety of cultures and presents information about different ideas and customs from around the world in a way that children can understand. Duties of the IEO sub-subcommittee include:

- Working with teachers and school staff to schedule events
- Developing a lesson plan for each program
- Finding and coordinating with international students or groups to represent their home countries
- Supervising events in the schools
- Working with children to encourage understanding of different cultures

THE SUPPORT RESOURCES SUBCOMMITTEE IS COMPRISED OF:

The **Development** sub-subcommittee is charged with finding funds to allow Jordan to support its new programs. Jordan is currently raising funds for its expansion of the Fellows program. This is one of Jordan's key need areas, and members will play a major role in determining Jordan's future. Duties of the Development sub-subcommittee include:

- Finding and meeting with potential donors
- Writing grants for Jordan programs to submit to foundations
- Working with the MSC Business Associates to procure long-term financial gifts
- Developing an annual newsletter to be sent to current and former organization members and other contacts

The **Student Development** sub-subcommittee is responsible for planning social and training events and for organizing GCM meetings. Duties of the Student Development sub-subcommittee include:

- Organizing annual General Committee Member (GCM) retreats and recurring socials
- Working with the MSC Business Associates team to help build a better community within the Jordan Institute
- Ensuring GCM involvement and personal development by acting as an advising and advocacy body to the executive team
- Coordinating GCM meetings, contacting speakers, emailing out articles to read, etc.

The **Marketing** sub-subcommittee will be responsible for advertising the programs of the Jordan Institute to the Texas A&M campus and surrounding community. Both our on-campus and travel programs require effective marketing, and it is important that our organization targets certain eligible groups within the student body as well as enhances a general recognition for all of the exciting opportunities that are available to students as a member of the Jordan Institute. Duties of the Marketing sub-subcommittee include:

- Brainstorming effective marketing strategies for both on-campus, travel, and community programs
- Producing all of the advertising materials of the organization, including social media, flyers, posters, and banners for both on-campus and travel programs

The **Overseas Loan Fund** sub-subcommittee is responsible for maintaining the Memorial Student Center Overseas Loan Fund, which enables individuals with significant financial aid an equal opportunity toward global education. Duties of the Overseas Loan Fund sub-subcommittee will include:

- Working with staff entities in Study Abroad and Financial Aid toward the promotion and enhancement of the Overseas Loan Fund
- Interviewing and selecting funding recipients in conjunction with L.T. Jordan and Memorial Student Center students and staff