



MSC L.T. Jordan Application for Spring 2020 Membership
Please print and deliver to the Jordan Office by 5:00 PM, January 24th, 2020

Please type or print:

Name	Name (Last, First)	Preferred Pronoun	Email Address
Local Address	Street Address	City, State	Zip Code
Permanent Address	Street Address	City, State	Zip Code
Personal Details	Date of Birth	Phone	UIN
Academic Details	Major	GPR at least 2.25? Yes or No	Classification/No. of Semester Hours

MSC Jordan Purpose and Member Expectations

The MSC Leland T. and Jessie W. Jordan Institute for International Awareness is a student and staff run committee of the Memorial Student Center dedicated to providing Texas A&M University and the surrounding community with international exposure through on-campus programming and travel abroad opportunities.

The Jordan Institute focuses on two main programming areas: international programming and on-campus programming. Each member of this committee is expected to contribute to the Jordan Institute's programs and assist with a committee of their choice.

New members will be required to attend MSC Jordan's first **General Committee Meeting (January 29th at 7 PM)** and **Spring Retreat (January 31st, time TBA)**. General Committee Meetings and Subcommittee Meetings are held on Wednesdays at 7 PM throughout the semester. Members are expected to attend all meetings and retreats.

Member Dues

Yearly membership dues are **\$30.00** per member to be paid at the MSC Box Office upon membership acceptance. Dues will be used for retreats and trips for committee members as well as to provide food at committee functions. Payment plans are available as needed. 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.

Application Instructions

Applications must be turned in to the Jordan Office of the Memorial Student Center by **5:00 PM on Friday, January 24th, 2020**. The applicant's MSC cover page should be attached to the front of the application. The MSC medical waiver must also be completed online.

To access the MSC cover page, go to <http://www.msc.tamu.edu/spo/apply>, follow the link on part 2, fill out the form, and print the resulting sheet. To access the MSC medical waiver, go to <https://maroonlink.tamu.edu/forms> and choose MSC Waiver – 2019-2020.

Upon submission of this application, applicants will receive an email regarding membership interview times. Interviews will be held **January 27th and January 28th, 2020** in the Jordan Collection Room. Interview attire is business casual.

MSC Equal Opportunity Statement

It is the policy of the Memorial Student Center to grant equal opportunity to all qualified persons without regard to race, color, gender, religion, age, sexual orientation, political affiliation, or national origin. To deny one's contribution to our efforts because he or she is a member of a marginalized group is an injustice not only to the individual, but to the MSC and Texas A&M University as well. It is our intent and desire that equal opportunity be provided to all in selections, awards, and review processes and all other privileges.

Contact

For any questions, please e-mail ji-chair@msc.tamu.edu or call the Jordan Office at 979.845.8770.

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

1. How do you feel the MSC L.T. Jordan Institute can help you 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?

Subcommittee Preference

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. Member duties are listed within each subcommittee.

_____ INTERNATIONAL PROGRAMMING

_____ ON-CAMPUS & LOCAL PROGRAMMING

_____ SUPPORT RESOURCES

MSC L.T. Jordan Subcommittees

International Programming Subcommittee

The **International Service Program (ISP)** is a service program in the Dominican Republic, Belize, and Costa Rica primarily for graduate students. These programs focus on health, marine conservation, and other relevant issues in the communities of the above countries. 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 ISP include:

- Coordinating marketing of the program to prospective applicants
- Reviewing applications, conducting interviews, and selecting participants
- Assisting with the orientation and training process for participants
- 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 Fellows include:

- Marketing the program to prospective applicants
- Assisting with the annual Jordan Fellows Banquet
- 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, China, and Spain. Members are involved in selecting participants and helping them prepare for these experiences. Duties of ILAP include:

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

On-Campus Programming Subcommittee

On-Campus Programming is charged with planning on-campus performance and lecture programs as well as coordinating participation in on-campus and local events. 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 On-Campus Programming include:

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

- Marketing the programs around campus through a variety of mediums

International Educational Outreach (IEO) 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. 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 IEO 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

Support and Resources Subcommittee

Development is charged with finding funds to allow Jordan to support its new programs. This includes (but is not limited to) communicating with donors and building new relationships with potential donors. Duties of Development 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

Student Development is responsible for planning social and training events and for organizing GCM meetings. Duties of Student Development 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.

Marketing and Graphic Design 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 Marketing 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** is responsible for maintaining the Memorial Student Center Overseas Loan Fund, which enables individuals with significant financial need an equal opportunity toward global education. Duties of the Overseas Loan Fund 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

Thank you for applying!