UNIVERSITY PROGRAMS COUNCIL
SHORT COURSES DIRECTOR APPLICATION

Name: Student ID No.

E-Mail: Phone:

Year: School:

Are you applying for one or more positions? (Circle) Y | N

If Yes, please list all positions you are applying for in ranked order:
1. __________________________
2. __________________________
3. __________________________

Your completed application must include:

☐ Front student identification page
☐ Section I : Read UPC information and Director responsibility guidelines
☐ Section II : Short answer responses *Please attach a separate sheet for responses
☐ Section III : Interview Availability
☐ Section IV : Supplement two recommendation forms*

Recommendations must be provided according to the following criteria:
For current UPC Executive Council members:
* One from another member of the current UPC Executive Council
* One from a member of faculty, staff, or administration
For current UPC Committee Directors:
* One from a member of the current UPC Executive Council
* One from another person of your own choosing
For current UPC Committee Members:
* One from a UPC member involved with a committee you are applying for
* One from another person of your own choosing
For all others:
* One from an individual with whom you have worked (paid or volunteer) or a member of faculty or administration
* One from another person of your own choosing

Recommendations can be submitted with the application, submitted in person or mailed directly to the Programs Office:

Stephanie Nguyen
University Programs Council
PO Box 400701
Newcomb Hall, Rm. 187
Charlottesville, VA 22904

☐ Section V: Please attach either a resume or detailed list of University activities and/or positions

All applications should be hand delivered to the front desk of the UPC Office or mailed to the address listed above by 5:00pm, Friday January 28, 2010.
Section I : UPC information and Director responsibility Guidelines

Committees

- Arts and Enrichment
- Cinematheque
- CIO Connections
- Comedy
- Late Night Programming
- Marketing
- PKG Concerts
- Short Courses
- Special Events

UPC Core Purpose
To enrich the lives and learning of the entire University of Virginia community through services and programs.

UPC Core Values

- Dedication and enthusiasm
- Accountability
- Teamwork
- Integrity and respect
- Maintaining a welcoming community
- Being innovative and responsive

Envisioned Future:

- Maximize attendance at all events
- Increase recognition of UPC
- Train and inspire future leaders

Short Courses Director Description:

The Short Courses Director is responsible for planning and coordinating classes and workshops catering to a variety of student interests. The structure and type of courses that are offered are up to the discretion of the director and committee members, ranging from academic to social interests. The role has a greater administrative responsibility, but also the ability to program and plan events that showcase the short courses.

Past Events brought by Short Courses:

- Wine-Tasting Short Course
- Individual Piano Lessons
- Short Course
- Beginning Guitar Short Course
- Beginning Hath Guitar Short Course
- Seated Chair Massage Short Course
- Beginning Hip-Hop Dance (1-time class)
- Baking Class
- (1-time class)
- Bartending Short Course
- Photography Short Course
- Jewelry Making Short Course

**These are examples of events that have been done in the past not necessarily events that A&E is expected to put on in the coming year**
Upon accepting an offered Director position, you will sign an official sheet of detailed responsibilities and receive a copy for your records. Additionally, you will be expected to attend the events of all of the important dates for incoming governing council members.

**Committee Director Responsibilities**

1. Attendance for the duration of weekly Governing Council meetings is REQUIRED.
2. Attendance at retreats, trainings, and meetings is mandatory. We have one Spring Retreat and one Fall Retreat. Please note, the Fall Retreat and subsequent training requires you to come to school 1-2 weeks before the start of classes. *
3. Attendance at weekly Advisor meeting.
4. Attendance at your weekly committee meetings; typically one hour in length.
5. Fulfillment of at least 4 office hours per week.
6. Act in compliance with UPC and UVA rules and regulations.
7. Maintain at minimum a 2.0 semester GPA and 2.2 cumulative GPA.

**IMPORTANT DATES for Incoming Governing Council**

**SELECTIONS DEADLINES**
- **Monday November 29, 2010** Applications for 2010-11 Governing Council (Exec. Officers & Committee Directors) available
- **Friday January 21, 2011** Applications for 2010-11 Executive Council due by 5:00pm
- **Friday January 28, 2011** Applications for 2010-11 Governing Council Committee Directors due by 5:00 p.m.
- **Friday January 28, 2011** Interviews for 2010-11 Executive positions *(specific time TBD)*
- **Friday February 11, 2011** Interviews for 2010-11 Committee Directors *(specific time TBD)*

**MEETINGS (Subject to Change)**
- 2010-11 GC weekly meeting, on Monday evenings while classes are in session
- **March 18-20** 2010-11 Governing Council Retreat (overnight off-Grounds, 1-2 nights)

**2010-2011 ACADEMIC YEAR (Subject to Change)**
- **August 9-11** 2010-11 Executive Council Work Days
- **August 12** 2010-11 6:00pm Governing Council Meeting
- **August 13-18** 2010-11 Governing Council Retreat, training, and preparations for Welcome Week & fall semester
- Note: Welcome Week (events determined during Budget and EP meetings in Spring 2011)
- **August 20** Move-In Day and Greeters

*I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OF A UNIVERSITY PROGRAMS COUNCIL COMMITTEE DIRECTOR AND AGREE TO FULFILL THESE RESPONSIBILITIES IF SELECTED FOR THIS POSITION.*

NAME (Please Print)  

SIGNATURE
**Section II : Short Answer Topics**

Please answer the following on a separate sheet of paper (typed answers preferred).

1. Why do you want to be director of the Short Courses Committee? What made you decide to apply for this position in particular?

2. What is your vision for Short Courses? What potential programs are you excited about bringing to the University? Please be as specific as possible about your ideas and how you would work with your committee to execute your vision.

3. What leadership qualities and experience do you think would make you a good director of this particular committee?

4. Please list the activities you plan on being involved with next during the 15-month term of this position (beginning February 2011 through early May 2012) and the weekly time commitments involved with each. How will you adjust your schedule to meet the commitments of UPC (between 10 - 15 hours per week)?

**Section III : Interview Availability**

All applicants must interview for each position that they are applying for. If you apply for two positions, you must have two interviews. If you are interviewing for two positions in the same grouping, we will try to schedule them consecutively, but this is not guaranteed. All interviews will be conducted on Friday February 11th, 2011 and will last approximately 20 minutes.

**Arts &Enrichment, Short Courses and Late Night Programming  9am-11:30am**

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- PKG Concerts, Cinematheque and Comedy Noon-2:00pm
- CIO Connections, Marketing, Special Events 2:30pm-5pm
Section IV: Recommendations

Include this page in your application (may arrive at office separately)

University Programs Council
Committee Director Applicant Recommendation Form

Evaluator Name: ____________________________________________
Applicant Name: ____________________________________________
Position(s) Desired: __________________________________________

In what capacity and how long have you known this candidate?

Please rate the candidate on his/her level of experience in the following areas and briefly comment on his/her experience (5 being the highest):
*If you do not know, please put N/A

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Additional Comments (Please feel free to attach a separate page):

These comments are confidential and will be read only by the individuals serving on the selections panel.

Return to applicant, or return or send directly to:
Stephanie Nguyen | Vice Chair of Membership
University Programs Council | 187 Newcomb Hall | PO BOX 400701
Charlottesville VA 22904-4701

If you are applying for multiple director positions, you only need to submit one copy of the recommendation form.
Section III: Recommendations

Include this page in your application (may arrive at office separately)

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Applicant Name: ____________________________________________
Position(s) Desired: __________________________________________

In what capacity and how long have you known this candidate?

Please rate the candidate on his/her level of experience in the following areas and briefly comment on his/her experience (5 being the highest): *If you do not know, please put N/A

- Leadership Experience 1 2 3 4 5_____________________________
  (i.e. Leading a group/committee)
- Leadership Ability 1 2 3 4 5_____________________________
  (i.e. Delegation, project management, etc.)
- Knowledge of program planning 1 2 3 4 5_____________________________
- Commitment to responsibilities 1 2 3 4 5_____________________________
- Availability 1 2 3 4 5_____________________________
- Communication Skills 1 2 3 4 5_____________________________
- Accountability of self and others 1 2 3 4 5_____________________________

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