

College of Engineering Ambassador Program

Code of Conduct

The NMSU College of Engineering Ambassador program provides undergraduate students with opportunities to gain leadership skills, deepen their knowledge and understanding of local, state, national, and global challenges, and expand personal and professional growth. Participating undergraduate students are selected based on an expressed interest in serving and representing the NMSU College of Engineering, a desire to broaden their leadership skills, and a commitment to ethical values. Engineering Ambassadors provide support for activities related to recruiting, retention, outreach, and most importantly, student success. Ambassadors provide campus tours to prospective students and the broader NMSU community, serve as representatives of the NMSU College of Engineering, engage in leadership discussions and relevant tours for and with industry and government agencies, and perform duties at various campus and community events.

The mission of the NMSU College of Engineering Ambassador program is to cultivate student leaders who will embrace and champion the underlying service mission of the College of Engineering and NMSU as a Land Grant Institution.

Benefits:

- ◆ Leadership development opportunities
- ◆ Opportunities to engage with industry partners
- ◆ Travel to the NM Legislature and/or meetings with industry representatives across the state (anticipated one out-of-town trip per semester)
- ◆ Enhance communication and presentation skills
- ◆ Participate in Outreach and Recruiting service to the College
- ◆ Letters of recommendations may be made available to Engineering Ambassadors
- ◆ Engineering Ambassadors are provided a Leadership Scholarship award each semester
- ◆ Engineering Ambassadors are provided with NMSU College of Engineering insignia uniforms to be worn during official business events

Requirements:

- ◆ Must be a full-time undergraduate engineering student enrolled in a degree-seeking program
- ◆ Must have completed a minimum of two semesters at NMSU
- ◆ Must be in good standing academically and maintain Satisfactory Academic Progress standards
- ◆ Must have and maintain a minimum 3.0 GPA each term
- ◆ Must be enrolled in 1 credit hour Ambassador Leadership Class (ENG 398) each semester
- ◆ Complete a minimum of 15 service hours per semester in support of the College Ambassador program
- ◆ Comply with Ambassador Leadership Academy dress code where applicable



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Responsibilities:

- ◆ Welcome new and prospective students to the NMSU College of Engineering
- ◆ Answer general questions about NMSU College of Engineering to the NMSU and external communities
- ◆ Represent NMSU College of Engineering at local area schools
- ◆ Conduct campus tours for visiting students
- ◆ Develop relationships within the community that encourage students to attend NMSU College of Engineering
- ◆ Establish a leadership role and presence within the NMSU College of Engineering
- ◆ Create a positive student-centric atmosphere across the College of Engineering
- ◆ Serve as student Ambassador for your respective engineering department
- ◆ Create and develop innovative ideas that support College-wide recruitment efforts
- ◆ Maintain professional discretion with regard to sensitive and confidential information
- ◆ Demonstrate professional, courteous and ethical behavior at all times as a representative of the NMSU College of Engineering

Expectations:

- ◆ I will strive to serve as a positive role model and will maintain a high level of professionalism at all times, including, but not limited to, abstaining from the use of profanity or inappropriate language.
- ◆ I will act with integrity and be on time to all events in which I serve as an Engineering Ambassador
- ◆ I agree to attend all regularly scheduled classes/meetings
- ◆ I understand the role of Engineering Ambassador requires me to be sensitive and open-minded to individual concerns, contexts and differences. I will not intentionally engage in any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, ability, age, or appearance.
- ◆ I will consistently demonstrate positive support for, and respect toward, every individual member of the Engineering Ambassador team. This includes having timely conversations regarding feedback and working to create a positive team environment for everyone.
- ◆ I will provide objective and impartial information regarding NMSU College of Engineering organizations and services.
- ◆ I will not participate in or condone underage drinking personally and/or amongst the Engineering Ambassador's members and/or participants.
- ◆ I will respect and honor the confidentiality of students records and other students' information that I may come across in my role.
- ◆ I understand that all violations of this contract are serious and will be addressed on a case-by-case basis by the NMSU College of Engineering Staff. Violation of any of the above expectations can result in probation or dismissal from this role.



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Acknowledgement of Receipt

The Engineering Ambassador Code of Conduct contains important information about the Ambassador Leadership Academy at the NMSU College of Engineering, and I understand that I should consult the Engineering Ambassador Staff regarding any questions not answered in the handbook.

I have entered into my Ambassador role with NMSU College of Engineering voluntarily.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the Code of Conduct may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this Code of Conduct is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask Engineering Ambassador Staff member any questions I might have concerning the Code of Conduct. I accept the terms of the Code of Conduct. I also understand that it is my responsibility to comply with the policies contained in this Code of Conduct and any revisions made to it.

I have received a copy of the Engineering Ambassador Code of Conduct on the date listed below. I understand that I am expect to read the entire Code of Conduct. Additionally, I will sign the copy of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to NMSU College of Engineering Ambassador Program Staff Member listed below on the date specified. I understand that this form will be retained in my file.

Engineering Ambassador's Name– Printed

Engineering Ambassador's Signature

Date

Supervisor Signature

Date

The logo for New Mexico State University, featuring the letters "NM" stacked above "STATE" in a stylized font, enclosed within a square border.

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