



TEXAS TECH UNIVERSITY

College of Arts & Sciences™

2023-2024

Ambassador Handbook

“We Build Innovators”

Dear College of Arts and Sciences Student Ambassador,

Welcome! We hope that you are excited for the new academic year. Thank you for your willingness to help support the College of Arts and Sciences by participating in the Student Ambassador Program. By volunteering as an Ambassador for the College of Arts and Sciences, you are following in the footsteps of many other top students who have performed in this role. Ambassadors make important contributions to the life of the College, and we very much appreciate your efforts and your dedication.

The Ambassador Program in the College of Arts and Sciences is a key to the success of the College. Your assistance with outreach, recruiting, and other events helps us to support current & prospective students, faculty, alumni, and our community. We appreciate the time and effort that you, as an Ambassador, commit to the program.

We, and the entire College, wish you the very best as the new academic year begins. Thank you for your commitment to the success of the College of Arts and Sciences. We look forward to working with you!

Sincerely,

*Samantha Smith
Ambassador Advisor*

*Dr. Stefanie Borst
Associate Dean*

*Emma Travland
President*

*Imani Obasi
Vice President*

*Lauren Moran
Treasurer*

*Kailey Miller
Secretary*

*Makayla Miksch
Social Media Coordinator*



2023-2024 Ambassador Handbook

Table of Contents

Your Mission as a College Ambassador/A&S Ambassador Program History.....4

Program Requirements & Expectations.....5

Outstanding Ambassador Attributes.....6

The Ambassador Uniform.....7

Tips on Professionalism.....8

How to Sign Up & Document Hours.....9

A&S Departments, Majors, & Programs.....10-11

A&S Degree Requirements & Pre-Designations.....12

A&S Selling Points.....13-14

A&S Special Programs.....15

TTU Special Programs/Good Things to Know.....16

TTU/A&S Quick A&S Facts.....17

Contact Information.....18

Your Mission as a College Ambassador

As Ambassadors for the College of Arts and Sciences, your primary role is to serve as a direct representative for the College in an effort to promote its visibility and be role models to other students.

By interacting with prospective and current affiliates of the College, you become a valuable part of the information chain from the university to our key audiences. To those not associated with the College, you provide information about the College regarding concerns, requests, or issues raised by prospective students, current students, staff, faculty, alumni, and other constituents.

History of the College of Arts and Sciences Ambassador Program

Since 2013, the Ambassador Program has focused on enhancing the visibility of the College of Arts and Sciences and providing students with an opportunity to interact professionally with the public and peers, and to serve the College and the community.

As an Ambassador of the College of Arts and Sciences, you have been chosen to carry on this legacy of service. It involves a desire to serve, an attitude of selflessness, and a commitment to improvement. As you learn more about your role as an Ambassador, we hope that you will rise to the challenge and expectations before you, knowing that your example will inspire others in achieving their personal goals. In addition, we hope this experience will enable you to advance as future leaders in your chosen profession.

Program Requirements & Expectations

As leaders of the College, Ambassadors are expected to maintain a cumulative ***TTU GPA of 3.3 or higher*** and comply with the TTU student Code of Academic Honesty and Integrity. You are expected to provide ***20 hours of service*** to the College per semester, ***5 of which must be community service***. These hours are based on the needs of the College and the schedules of each Ambassador, including the following:

- ⇒ Participation in University and College-related recruitment events
- ⇒ Attendance at College and Career Fairs on and off campus
- ⇒ Visits to area High Schools
- ⇒ Travel to regional Raider Roadshows
- ⇒ Development and implementation of new student outreach initiatives
- ⇒ Community service on campus and around the Lubbock community

As an Ambassador, there are four groups of people you will primarily serve:

1. **Current students**—you will assist in the efforts of current students to pursue academic and professional development.
2. **Potential students**—you will assist with the promotion of the College to potential students.
3. **The College**—you will provide feedback and help facilitate important tasks for events hosted by the College.
4. **Your community**—you will engage in service and outreach programs.

Outstanding Ambassador Attributes

Involvement

An outstanding Ambassador will be an involved and engaged participant in the program. You will get out of the program what you put into it. Take a chance and volunteer for an event or attend a social gathering.

Courteous

An outstanding Ambassador will be courteous and focused on providing the best service possible for the College. At times this may be a challenge, but remember you are a representative of the College.

Responsible

An outstanding Ambassador will be responsible for their actions and commitments. When you sign up for an event or shift, the College is counting on you to show up ready to contribute to the success of the project or event.

Impactful Service

An outstanding Ambassador will provide impactful service—no matter the event. Whether it is a big event or an everyday service, everything that you are assisting with is helping the College. Remember that you are an integral part of the College, and we couldn't do what we do without your help.

Information Provider

An outstanding Ambassador will be a sponge for information to then share with peers, potential students, alumni and donors. Ambassadors should be able to communicate with people well and provide useful knowledge about the College.

Responsive

An outstanding Ambassador will respond to requests and emails in a prompt manner. Important information will be shared with you through emails and mandatory monthly meetings.

The Ambassador Uniform

As you volunteer as a team member or in your weekly office projects, always be mindful that you represent A&S and Texas Tech.

At times Ambassadors are asked to wear the “uniform” so that you can easily be identified as a College of Arts and Sciences Ambassador. In these cases, you will need to dress in the following:

- Denim, khaki, or black jeans/pants/skirt/shorts (should be fingertip length or lower, and no holes or fringe)
- Ambassador t-shirt or polo (provided)
- Shoes (wear appropriate, comfortable shoes based on the type of event you are working at)
- Ambassador name tag (provided)

Some events and occasions will require you to dress in business/professional or business casual attire. Ask your Officers or Advisor if you have questions!



Tips on Professionalism

Professionalism is important to maintain throughout your college career, especially while serving as a College of Arts and Sciences Ambassador. Your position as an Ambassador makes you a liaison and representative to those outside the college and university as well as a role model for other students at Texas Tech.

Important Aspects of Professionalism include, but are not limited to:

- Arriving on time
- Being polite
- Dressing appropriately
- Maintaining a positive attitude

By acting professionally, we can foster a positive environment within our own University, College, and individual departments.

What happens if you don't know the answer to a question?

- Simply state that you do not have the answer to the question, but you would have no problem passing the question on to someone who can answer it whether it be another Ambassador with you, an Officer, or Samantha.
- Make sure to provide Samantha's business card to anyone with questions and state that's the best person to contact!

How to Sign Up & Document Hours

I. Signing up for Hours

- You will use website/app *SignUp* sign up for events.
- If you cannot make an event, you must cancel no later than **48 hours** in advance and must notify everyone in the *GroupMe* so your shift gets covered.
- If you cancel within 48 hours, you must email **Emma Travland** and CC Sam with your reason for cancelling your spot.
- If you “no-show” an event, or if your reason for cancelling is unexcused, we will take away the number of hours for which you signed up.

II. Documenting Hours

- As soon as you finish your event, please document your hours in the provided GoogleForm before you forget. The weekly deadline for hours is no later than **Every Sunday at 12:00PM.**
- We permit **1 hour log freebie** if you miss the weekly deadline.

Those new to the organization will receive access to SignUp, GroupMe, the GoogleForm, and the full hour log the first meeting of the Fall semester.

**For hour discrepancies, please email Kailey Miller:
kailemil@ttu.edu**

A&S DEPARTMENTS, MAJORS, & PROGRAMS

I. Social Sciences and Humanities

- **Classical & Modern, Languages & Literatures**
 - B.A. in Languages & Cultures – Students *must* declare a concentration in one of six areas:
 - Classics (Latin, Greek, or Culture Emphasis)
 - French
 - German
 - Russian Language & Area Studies
 - Chinese Language & Area Studies
 - American Sign Language/English Interpretation
 - B.A. in Spanish – Students have the *option* to declare a concentration in:
 - Literatures and Cultures of the Spanish-Speaking World
 - Hispanic Linguistics
 - Spanish in a Global Context
 - Spanish for the Professions
- **Economics**
 - B.A. or B.S. in Economics
 - B.S.I.E. in International Economics
- **English**
 - B.A. in English – Students *must* declare a concentration in one of three areas:
 - Literature and Language
 - Creative Writing
 - English Teaching
 - B.A. in Technical Communication
- **History**
 - B.A. in History
- **Philosophy**
 - B.A. in Philosophy – Students have the *option* to declare a concentration in:
 - Ethics
- **Political Science**
 - B.A. in Political Science – Students have the *option* to declare a concentration in:
 - American Politics
 - Comparative Politics
 - International Relations
 - Policy & Public Administration
 - B.A. in Global Studies
- **Psychological Sciences**
 - B.A. in Psychology
 - B.S. in Psychology
- **Sociology, Anthropology & Social Work (SASW)**
 - B.A. in Criminology
 - B.A. in Sociology – Students have the *option* to declare a concentration in:
 - Criminology
 - B.A. in Anthropology - Students have the *option* to declare a concentration in:
 - Forensic Anthropology
 - B.A. in Social Work

II. Natural Sciences

- **Biological Sciences**
 - B.S. in Biology – Students can specialize in Ecology and Environmental Biology
 - B.S. in Cell and Molecular Biology
 - B.S. in Microbiology
 - **Chemistry & Biochemistry**
 - B.A. or B.S. in Chemistry
 - B.A. or B.S. in Biochemistry
 - **Geosciences**
 - B.A. in Geography and the Environment
 - B.A. in Geosciences with a concentration in Geology
 - B.S. in Geosciences – Students *must* declare a concentration in one of three areas:
 - Geology
 - Geophysics
 - Environmental Geology
- *Students interested in Atmospheric Science should be informed that we do not offer an Atmospheric Science major, only a minor.*
- **Kinesiology & Sport Management**
 - B.S. in Kinesiology
 - B.S. in Sport Management
 - **Mathematics and Statistics**
 - B.A. or B.S. in Mathematics
 - **Physics & Astronomy**
 - B.S. in Physics – Students *must* declare a concentration in one of three areas:
 - Professional Physics
 - Astrophysics
 - Applied Physics
 - **Renewable Energy**
 - B.S. in Renewable Energy

III. General Studies Degree

- Bachelor of General Studies (B.G.S.)
 - 3 concentrations/minors make up the B.G.S. major
 - At least 2 concentrations must be from Arts & Sciences

A&S Degree Requirements & Pre-Designations

Arts & Sciences Degree Requirements – Minor & Foreign Language

- A&S Students *must* declare a minor, which typically consists of 18-21 hours built into the 120-hour degree plan. A&S can minor in anything they want—as long as TTU offers it. Students must declare a minor at 45 credit hours.
- A&S students *must* complete foreign language courses. Students who have dual credit, AP foreign language, or who have passed the CLEP or SPLEX exam, are exempt from taking the required foreign language.
 - B.S. students take **3** semesters (to 2301)
 - B.A. students take **4** semesters (to 2302)

Pre-Professional Health Designations

NOTE: These are NOT majors; they are designations for students interested in a career in healthcare. Pre-Professional Health Careers (PPHC) is a separate advising office and resource that can help these students prepare for applying to graduate health schools.

- Pre-Nursing (2+2)
- Pre-Medical Laboratory Sciences (2+2)
- Pre-Speech, Language and Hearing Sciences (2+2)
- Pre-Medicine
- Pre-Physician's Assistant
- Pre-Physical Therapy
- Pre-Occupational Therapy
- Pre-Pharmacy
- Pre-Dental
- Pre-Optometry*

*Pre-Health Designations not offered at a Graduate level at TTU

Arts and Sciences Undeclared Designations

NOTE: These are not majors; they too are designations, but for students who either aren't certain what they want to major in and/or are interested in pursuing law school, but don't have a major declared yet. Like PPHC, there is a separate Undeclared/Pre-Law Advising Office Arts & Sciences provides these students.

- Arts and Sciences Undecided (ASUD)
- Pre-Law (PLAW)

NOTE: Students interested in declaring themselves as Pre-Med, Pre-Law, etc. often ask "What should I major in?" The answer is: "Anything! Consider your interests and passions.." Students should choose a major they like and excel at – post-grad programs have zero bias on what degrees students are applying with.

A&S SELLING POINTS

College of Arts & Sciences

- From its first year of existence until today, A&S has graduated more majors than any other College.
- We offer 40+ undergraduate degree programs and 60+ minors.

Biology

- The largest lecture hall on campus is in the Biological Sciences Department which seats 490 students.

Classical & Modern Languages & Literature

- The faculty and staff of Classical & Modern Languages & Literatures (CMLL) are proficient in 36 languages.

Anthropology

- The Archaeology Summer Field School in Belize, as well as field trips in Texas and surrounding states, are highlights of the Anthropology curriculum.

Social Work

- The Bachelor of Arts in Social Work is accredited by the Council on Social Work Education. Those who graduate with a Social Work degree from A&S are eligible to sit for the Baccalaureate Level Social Work Licensure Exam in Texas and many other states.

Chemistry & Biochemistry

- Offers special sections of general Chemistry and Organic Chemistry that limit enrollment sizes and are only available to Chemistry or Biochemistry majors.

History

- The History Department offers many different courses that explore the histories of Asia, Africa, Europe, Latin America, and the United States. Faculty members from this department participate in study abroad programs to Spain, Germany, and Vietnam.

Economics

- Offers numerous research, internship, and scholarship opportunities to its undergraduate and graduate students.

Geography

- Graduates of this program have gone on to work in a variety of fields such as law, historic preservation, the Peace Corps, cartography, city/regional planning, biogeography, and transportation.

English

- TTU has the only program in Texas that offers the B.A., M.A., and Ph.D. in Technical Communication.

Geosciences

- All Geosciences majors must attend “field courses/trips” as part of their degree plan to study soil, plants, etc.

General Studies

- Pat Green, three-time Grammy-nominated singer/songwriter graduated in 1997 with a Bachelor of General Studies.

Kinesiology

- Recent graduates from Sport Management have gone on to work for professional sports teams, including the Dallas Cowboys.

Mathematics & Statistics

- This department has earned national and international prominence in several areas, including biomathematics, complex analysis, control theory, computational mathematics and statistics.

A&S SPECIAL PROGRAMS

1. Athletic Training
 - This is a selective program for Kinesiology majors who wish to become Athletic Trainers. It is offered in conjunction with the Texas Tech Department of Intercollegiate Athletes and gives students hands-on experience through non-credit internships of at least 1,800 hours over a minimum of three years. Upon completion of course requirements, students can sit for the Texas Athletic Training Licensure Examination.
2. Actuarial Science
 - An interdisciplinary minor that builds a foundation for students interested in a profession that provides advice and solutions for businesses and societal problems involving economic risk.
3. Criminology Concentration
 - This concentration is available to sociology majors who are interested in the scientific study of law-making, law-breaking, and social control.
4. Environmental Studies
 - This interdisciplinary minor focuses on the interaction of humans and the natural environment and the consequences of that interaction. The program is designed to help prepare students for professional work in law, regional planning, or resource management, and various environmental positions in government, business, or teaching.
5. Ethnic Studies
 - An interdisciplinary minor designed to increase students' understanding of the nature and development of race relations. Students have an option of specializing in African American, Mexican American, or Native American studies.
6. Forensic Science
 - An interdisciplinary minor that introduces students to the scientific and methodological issues associated with crime investigation and criminal behavior. Students may choose to pursue a track in physical and biological sciences or in the social and behavioral sciences.
7. Geographic Information Science and Technology (GIST)
 - This minor is offered by the department of Geosciences. Students will gain an appreciation for how these spatial technologies can be applied to address basic research questions and solve real world problems.
8. Health Professions
 - An interdisciplinary minor intended for students who plan to apply to post-graduate health profession programs with very specific prerequisites.

TTU SPECIAL PROGRAMS

1. TTU-HSC Undergraduate to Medical School Initiative (UMSI)
 - a. Program offered through TTU Honors College
 - b. Must be a Texas high school senior and admitted to TTU Honors to apply
 - c. If accepted, students receive guaranteed admission to the TTUHSC School of Medicine and the MCAT requirement is waived
2. TTU Early Acceptance Program (EAP)
 - a. Program offered through TTU Honors College
 - b. Must be undergraduate Honors student – apply between Sophomore and Junior year
 - c. If accepted, students receive guaranteed admission to the TTUHSC School of Medicine and the MCAT requirement is waived
3. TTU Joint Admission Medical Program (JAMP)
 - a. Program created by Texas Legislature to support and encourage highly qualified, economically disadvantaged students pursuing medical school
 - b. Apply Sophomore year
 - c. If accepted, students receive guaranteed admission to at least one participating medical school – MCAT required

Good Things to Know

- **The difference between a double major and a dual degree:**
 - Dual degree: 2 different degrees, 2 diplomas. Ex: B.S. in Kinesiology and B.A. in History; or different colleges – B.S. in Engineering and B.S. in Physics.
 - Double major: same degree, 1 diploma. Ex: B.A. in History and B.A. in Political Science.
- **FERPA:**
 - FERPA protects the privacy of student education records, including personally identifiable information derived from student conduct records. Generally, universities must have written permission from a student in order to release any information from a student's education record – even to parents and guardians!
- **What an A&S degree plan looks like:**
 - All Arts and Sciences degrees are 120 credit hours. All students must take the required entry-level “core” courses, along with 38-42 hours of major-specific coursework, and 18-21 minor hours.

TTU Quick Facts

- Established by legislative action in 1923
- Largest comprehensive higher education institution in the western 2/3 of the state
- The only campus in Texas to house a major university, law school and medical school
- Originally named Texas Technological College, opened in 1925 with an enrollment of 914
- Home to ten colleges
- 150 undergraduate degrees, 100 master's and doctoral degrees
- Participant in Big 12
- Currently enrolls over 42,000 students

A&S Quick Facts

- A&S student population is 1/3 of the total University enrollment – largest College
- 12 A&S buildings on campus
- 16 A&S departments
- 42 Bachelor's Degrees
- 59 minors
- Offer 3 different types of degrees – BA, BS, BGS
- 11,000+ students in A&S
- 600+ faculty (400+ tenured)
- 22:1 student to faculty ratio for all A&S majors
- A&S students graduate with a Liberal Arts education – i.e., required to take a mixture of humanities, social sciences, and natural sciences
- A&S students are required a minor, but can be outside of A&S
- A&S accepts 19 AP subjects, 26 IB subjects, and 72 dual credit hours
- Most Pre-Health and Pre-Law students will major in A&S
- A&S has 50 student organizations – most by department
- A&S offers undergraduate research for every major
- There is countless A&S study abroad programs
- A&S departments offer various internships and shadowing opportunities
- A&S is one of the four original Texas Tech Colleges
- 21 different national rankings for various A&S programs

Questions?

If you have any questions, comments, and/or ideas for the Ambassador Program, please contact Sam or Emma.

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