Fall 2020 UF Student Government

Student Honor Code Administration Staff Member Application

***Application deadline: Monday, September 28th at 11:59 pm***

**Email your completed application to the Chancellor,
Erin Carr, at hctchanc@sg.ufl.edu**

**Please save the application as “firstname.lastname.shca20”**

*The staff members assist the Student Honor Code Administration Chancellor and Vice Chancellors in all administrative duties including, but not limited to, disseminating information regarding and promoting Honor Code Administration services, educating the University community about the Student Honor Code and Conduct Code, proctoring exams for lecture courses, reviewing admissions applications for students with prior Honor Code violations, presenting on academic and behavioral misconduct, and any other tasks befitting of Student Conduct and Conflict Resolution or Student Government.*

*Staff members are required to attend* ***bi-weekly meetings*** *as well as staff retreats, tabling, proctoring, and any events deemed mandatory by the Student Honor Code Administration. Staff members may also participate in a committee within SHCA, details of which will be provided once selected as a staff member.*

*Minimum Requirements:*

2.5 Cumulative and Semester GPA

Enrolled as a full-time student

In good standing with the University

Strong organizational and verbal communication skills

Exemplary time management

Attendance at all required training sessions

Proctoring at least one exam during finals week

**PART 1 - GENERAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Name for Use on Nametag: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UF ID # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UF Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shirt Size: \_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative UF GPA: \_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forecasted Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2 – SHORT ANSWER QUESTIONS**

*Please type answers below. Maximum of* ***250 words*** *per response.*

***\*Note: After assessing applications, we will be inviting new applicants to an on-campus group interview. The times and dates for the group interviews will be sent to your email. Participation in the group interview is mandatory to be considered for a staff position.***

New Applicants:

1. Why do you want to be staff member of the Student Honor Code Administration and what experiences qualify you to be a staff member?
2. Why do you think it is necessary for UF to have a Conduct Code and an Honor Code?

Returning Staff Members:

1. Why do you wish to continue as a staff member and how will you improve upon your involvement from last year?

**PART 3 – RESUME AND SCHEDULE**

*Please insert a one-page resume and a complete class/work/involvement schedule below.*

RESUME:

FALL 2018 CLASS SCHEDULE:

WORK AND INVOLVEMENT SCHEDULE:

**PART 4 – UNIVERSITY STANDING AND VERIFICATION**

 **University Standing Questions:**

* Have you ever been subject to disciplinary action at this or any other educational institution? Y/N
* Have you ever been subject to academic probation, suspension at this or any other educational institution? Y/N
* Have you ever been subject to penalty or accused of academic misconduct at this or any other educational institution? Y/N
* Have you ever been arrested? Y/N
* Have you ever been convicted of a crime or had adjudication withheld? Y/N

If you answered “Yes” to any question, please write a thorough explanation below.

**Verification:**

*\* Please initial below:*

\_\_\_\_ I authorize Student Government staff to verify my qualifications for the position that I am applying for to become a member of Student Government. I further understand that any misrepresentation on my part will result in my disqualification for this position. I hereby certify that I meet the minimum requirements to hold this position and all of the information contained in this application is correct and true to the best of my knowledge.

*\* Please initial* ***only one*** *of the following:*

\_\_I agree to allow Student Government to release to any person making an applicable public records request, the information contained within this application which is defined by University of Florida Rule 6C1-4.007 as a public record but which may otherwise have a privacy hold.

\_\_I do not agree to allow Student Government to release to any person making an applicable public records request, the information contained within this application which is defined by University of Florida Rule 6C1-4.007 as a public record but which may otherwise have a privacy hold.

Signature (Electronic Permitted): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_