

Nova Mission Statement

Nova Ambassadors serve as the face of the Jindal School of Management. They represent the school to the community at large, the overall campus community, and all students – past, present, and future.

Nova Advisors

The organization is served by a partnership with Undergraduate Recruitment and Undergraduate Programs. Below are the advisors in each office.

Undergraduate Recruitment (located in 2.202)

- Sarah Bengston – sarah.bengston@utdallas.edu
- Christina Brown – christina.brown4@utdallas.edu
- Blair Taylor– blair.taylor@utdallas.edu

Undergraduate Programs (located in the Undergraduate Lounge - 11.105)

- Nick Hinojosa – nick.hinojosa@utdallas.edu
- Joselyn Briseno – joselyn.briseno@utdallas.edu
- Patricia Lathen – patricia.lathen@utdallas.edu

Policies and Procedures

No Call/No Show (Unexcused Absence)

Failing to appear for a scheduled shift will result in an immediate strike and loss of the points you were expected to receive for the event.

Failing to notify the recruitment office (SB, CB, BT) with at least 24 hours' notice that you will not be able to attend a Friday meeting, or any event you have signed up for, will result in an immediate strike and loss of points. Reminder: you do not receive points for meetings, but you will lose points for missing meetings

*Emergencies will be the only exception to these policies and procedures. You must contact the advisor responsible for the event (refer to event details on the Nova website) regarding your emergency. Telling another Nova to tell the advisor is not acceptable.

Arrival Times

Novas are expected to arrive 10 minutes early prior to their scheduled shift. If they will be any later than this, they are to call or text the advisor responsible for the event. To find the staff advisor responsible for the event, please refer to event details on the Nova website. Novas who arrive on time, but not early will not be charged with a no call, no show. However, 3 repeat late arrivals will result in a strike.

Switching Shifts

If a Nova decides to switch shifts with another Nova, the Nova originally signed up must inform the staff advisor responsible for the event by email, call, or text at least **24 hours in advance** of the shift. Please provide the staff advisor with the name of the Nova who will be replacing you. To find the staff advisor responsible for the event, please refer to event details on the Nova website. **Notifying the incorrect staff-in-charge will result in a no-call, no-show.**

Calling in Sick (Excused Absence)

If you find yourself sick before an event and unable to attend, you must inform the staff advisor responsible for the event by call or text **24 hours in advance** (or as early as possible) in order for the absence to be excused. By doing so, you will avoid any point deductions or strikes. If possible, please find another Nova to replace you. **Notifying the incorrect staff-in-charge will result in a no-call, no-show. We are not responsible for making sure that the correct staff-in-charge is informed.**

Meeting Attendance

Attendance at the standard meetings is required. If you have a school-related excuse (*this does not mean you need to cram for a test, this means a conference, case competition, etc), you will be excused from the meeting and not lose points. However, you will be required to make up the 1-hour time commitment by signing up for 1 hour of something else, like an Executive Tour.

Dress Code

General Dress Code Information

Novas should dress in a way that represents themselves, the event, and the Jindal School of Management well. Please see the table below for expectations regarding attire.

When you sign up for an event on the Nova website the event, details will include the required dress code. Novas are required to wear your nametag at every Nova event, executive tour, or appointment (with the exception of Friday meetings)

Attire	Appropriate	Inappropriate
Tops	Nova polo*, appropriate business attire top, UTD t-shirt <i>*Keep polos from getting excessively wrinkled</i>	Crop tops, spaghetti straps, other college t-shirts, wrinkled tops
Shoes	Sneakers, Sandals, Dress Shoes (Heels/Wedges when appropriate)	Flip Flops, tattered shoes, barefoot
Pants	Appropriate fit. Nice jeans, khakis, dress pants, colored pants	Pants with tears, holes, patches, or fraying. Sweats, athletic pants, leggings or jeggings
Dresses/ Skirts	< 3 inches above the knee, appropriate material and fit, appropriate for a business setting	Mini-skirts, skirts and dresses of materials such as leather, sequins, etc., clothing that is too tight and/or revealing
Jackets	Nova jacket only, except in extremely cold weather	Any other coat, jacket, etc.

Dress Code Violations and Disciplinary Actions

Dress code violations will result in disciplinary action and a conversation with a Nova advisor. If you are not dressed appropriately, you may be sent home and asked to change before returning.

Disclaimer: While we have made every effort to communicate requirements regarding dress and professionalism, the above policy is not an exhaustive list of our expectations. Facial hair, tattoos, piercings, hair colored unnatural colors, and special dress requirements may prohibit your participation in some programs. If you have any questions or concerns regarding your appearance, please contact the Nova Advisor and/or event organizer.

Communication Expectations

Email Communication

- All emails sent to Novas with the title [**Response Required**] should be responded to. Novas should respond to any and all questions in the email. If there are no questions requiring answers, they should respond to the original sender noting that they have read the email.
- Simply sending a Read Receipt does not count as response required. If the email is responded to but any questions are not answered, this will not count as a response.
- Responding to email in a timely manner is important to the needs of this organization - and a basic aspect of professionalism. Therefore, any Nova who does not reply within 24 hours will have 5 points deducted. 3 occurrences of a failure to reply to a mandatory response email will result in a strike.

Text Messages and Phone Calls

- You may text advisors during the day of event. Advisors may also text you during an event for additional help or feedback.
- When responding to text messages please use appropriate and professional language.
- We all agree to not text or call before 8:00 a.m. after 9:00 p.m. at night, unless there is an emergency, or an event that begins or ends around those times.

Calendar Invitations

- Advisors will send calendar invitations for the times you have signed up to work an event. These calendar invitations will be sent to your UTD email address. You may forward the calendar invitations to a personal email address and personal calendar if you so choose.
- Please accept the calendar invitations as soon as possible upon receipt, and be on the lookout for updates to the event or schedule.

Disciplinary Action and Three-Strike Policy

Strike 1

- Nova will meet with a staff advisor (responsible for providing the strike) to review the policies and procedures, performance expectations, and to go over any concerns.
- The staff advisor will acknowledge both things that the student has done well and specifically address any area where improvement in performance is necessary and/or where violations of Nova expectations have occurred.
- The staff advisor will provide the student an opportunity to give their perceptions of their performance and/or provide evidence relevant to the situation.
- The Nova and the staff advisor will discuss any corrective action to be taken as a result of the meeting, steps to improve performance, and include a time frame for measuring improvement.
- Failure to adhere to the expectations discussed in this meeting will result in further action, such as a second strike and if necessary, termination from the program.

Strike 2

- Nova will meet with two staff advisors to review the policies and procedures, performance expectations, and to go over any concerns
- The staff advisor will acknowledge both things that the student has done well and specifically address any area where improvement in performance is necessary and/or where violations of Nova expectations have occurred.
- The staff advisor will provide the student an opportunity to give their perceptions of their performance and/or provide evidence relevant to the situation.
- The Nova and the staff advisor will discuss any corrective action to be taken as a result of the meeting, steps to improve performance, and include a time frame for measuring improvement.
- Failure to adhere to the expectations discussed in this meeting will result in further action, such as a second strike and if necessary, termination from the program.

Strike 3

- Nova will meet with 2 staff advisors regarding their termination from the program

Points System

There are 2 types of points that can be earned – individual points and house points.

Individual points can only be earned by working an official Nova event.

- You accrue individual points at a rate of 10 points for each 1 hour of volunteer work completed.
- If disciplinary action is taken and points are deducted, they will be deducted from your individual point totals. Only individual points are used to calculate your individual point requirement.

House points are awarded to houses, not to specific individuals.

- House points are calculated by adding the sum of all of your members' individual points plus any special points your house receives throughout the semester.
- Special house points are awarded for reasons such as having the highest percentage of members of a house work a single event, winning a house competition, a member being specially recognized by the advisors, or going above and beyond what is expected, special recognition, etc.

Each Nova is required to complete a total of 150 individual points each semester.

How do I earn points?

- Sign-up for events hosted by Recruitment and/or Undergraduate Programs
- 1 hours of service = 10 points

How do I lose points?

- By not attending bi-weekly meetings.
- By not responding to a “response required” email within the designated window of time (Usually 24 hours)
- By doing a “no call, no show” when you signed up to work an event

Point Total Notification

- Your individual point totals will be provided at each bi-weekly Nova meeting.
- Your house point totals will be provided at each bi-weekly Nova meeting, and will also be given to each SuperNova
- Nova of the Month will be recognized by Advisors at regular meetings.
- By request to a primary nova advisor

Additional information regarding points:

- You **DO NOT** receive points for attending the required bi-weekly meetings. However, you lose 5 points for failing to attend a meeting (and notify an advisor in advance).
- You lose 5 points every time you do not respond to a “response required” email.
 - This includes the Weekly Wednesday emails.
 - 3 missed email responses will result in a strike.
- There are required events each semester, you **will** receive points for the required events.
- If you are part of multiple organizations that require volunteer hours, there will be no double dipping. (i.e.) if you have to attend an event for Dean’s Council, you don’t get points for Nova.

House System

All Novas are split into four “houses” which compete for the most points throughout the academic year. The house that earns the most points wins the House Cup. We have 4 houses within the Nova Student Ambassadors:

- Phoenix – The Fire Bird
- Hydrus – The Water Snake
- Pegasus – The Winged Horse
- Taurus – The Bull

Supernovas

Each house will have a Supernova, who is appointed by the Nova advisors before the start of the academic year.

- Each Supernova will support their team by serving as the liaison between all advisors and their house. Advisors and the team.
- They will attend 1 Supernova meeting a month and report back to their team with updates.
- They are responsible for posting requests on behalf of the advisors in the nova group chat.
- They will communicate with the advisors.
- Supernovas may have other duties as assigned.

House Cup

The winning house will be announced at the end of the year banquet, and that house will be

House Assignments

TO BE ANNOUNCED!! AREN'T YOU EXCITED!

Important Dates 2019-2020

Fall 2019:

Fall Meeting Dates

The fall meeting will run on the dates below from 12 – 1 PM. Each meeting is mandatory for you to attend and will be sent out as a calendar request to your UTD email.

- August 23 (JSOM 2.802)
- September 6 (JSOM 2.802)
- September 20 (JSOM 2.804)
- October 4 (JSOM 2.802)
- October 18 (ExecEd 1.516)
- November 1 (JSOM 2.802)
- November 15(JSOM 2.802)
- December 6 (JSOM 2.804)

*Supernova Meetings (JSOM 2.206): September 13, October 11, November 8

Fall Mandatory Events - All Novas must attend the following events during the fall semester

- Dates Varied: Tour Certification - Undergraduate Recruitment Office
- August 13: Freshman Launch Party and Family Mixer
- October 14: Comet Experience 1
- October 28 & 30: Mock DECA Day; You are required to work one but not both. There will be a limited amount of sign up slots for each- first sign ups get preference.
- October 19 & November 9: Scholar's Day 1 & 2; You are required to work one but not both. There will be a limited amount of sign up slots for each- first sign ups get preference.
- Dates Varied: 1 hour of service - Comet Closet

Other Important Fall Dates – There are several other event dates already set for the fall, so mark your calendars! Note: more will come throughout the semester!

- November 11: Jindal Young Scholars Program - Visit Day
- Dates TBD: Transfer Orientation (Multiple dates, we ask that you work at least one)
- Dates TBD: Orientation for Spring 2020 Freshmen

Important Dates 2019-2020

Spring 2020:

Spring Meeting Dates

The spring meetings will run on the dates below from 12 – 1 PM. Each meeting is mandatory for you to attend and will be sent out as a calendar request to your UTD email. Room #s TBD.

- January 24
- February 7
- February 21
- March 6
- March 27
- April 10
- April 24

*Supernova Meetings (JSOM 2.206): January 31, February 14, April 17

Mandatory Spring Events - All Novas must attend the following events during the Spring semester

- February 17: Comet Experience II
- January 17 & March 13: Comet Welcome 1 Comet Welcome 2; You must work one but not both events- there will be sign-ups for both, first sign-ups get preference.
- April 4: Star Celebration
- Date TBD: Transfer Orientation (Multiple dates, we ask that you work at least one)
- Date TBD: Nova Group Interview
- Dates TBD: Scholar's Day: There will be two, but you will only be required to work one. Limited sign-up slots will be posted and it will be first sign-ups receive date preference
- Dates Varied: 1 hour of service - Comet Closet

Other Important Dates for the spring are yet to be announced. We will get these events and dates to you as soon as we have them.

The Jindal School of Management
Nova Ambassador Disciplinary Policy 2019-2020

When a Nova member fails to meet departmental and/or specific team performance expectations, advisors will take necessary steps to help the student fully understand his or her area(s) of performance that need improvement with an eye toward helping the student grow and develop in the workplace. Advisors will strive to provide constructive feedback and to identify the specific areas of performance that need improvement. This process will include proposed resolutions and objectives, including a time frame for measuring performance improvement.

Failing to abide by departmental Nova expectations around alcohol and drug use may lead to immediate termination without the steps below being taken, regardless of past-demonstrated performance.

Advisors will properly document all meetings and provide the Nova member with documentation clearly stating the performance issue, outlining the corrective steps proposed, the time frame, and the consequences should the student fail to meet performance expectations in the future.

In general, unless the circumstances warrant immediate termination (i.e. inappropriate or underage alcohol or drug use), the student disciplinary process will follow these steps after the first strike, with further action to occur after a second strike, until the third is received, in which termination from the Nova program would be the result.

1. Nova will meet with a staff advisor (responsible for providing the strike) to review the policies and procedures, performance expectations, and to go over any concerns.
2. The staff advisor will acknowledge both things that the student has done well and specifically address any area where improvement in performance is necessary and/or where violations of Nova expectations have occurred.
3. The staff advisor will provide the student an opportunity to give their perceptions of their performance and/or provide evidence relevant to the situation.
4. The Nova and the staff advisor will discuss any corrective action to be taken as a result of the meeting, steps to improve performance, and include a time frame for measuring improvement.
5. Failure to adhere to the expectations discussed in this meeting will result in further action, such as a second strike and, if necessary, termination from the program.

The following are possible steps available to advisors in the event a staff member fails to meet expectations of the Nova position: verbal warning, written warning, program probation, and termination. Given the nature of the Nova positions at UTD and depending upon the severity of the performance issue, or specific incident (i.e. UTD policy violation), advisors reserve the right to terminate a Nova at any time if, in their professional judgment, this action is necessary and warranted.

Please note that failure to get the required point minimum for the semester will also result in disciplinary action, which could be up to and include termination from the nova program.

I, _____, understand the Nova disciplinary policy and agree to abide by all requirements to the best of my ability.

**Jindal School of Management
Nova Ambassador Contract 2019-2020**

I, _____, accept the Nova Ambassador position in the **Jindal School of Management** for the 2019-2020 academic year.

Initial each statement below as agreement to the following:

_____ I understand that this appointment is a full academic year commitment (unless otherwise specified). As a Nova, I must have the ability to commit to work through the following time periods and agree to make all travel arrangements within the guidelines of the dates and times listed in this manual.

_____ Although my appointment does not officially begin until Thursday, August 15, 2019, selected Novas are expected to uphold and abide by all University policies as stated in the 2019-2020 Student Handbook and University Housing contract.

_____ I understand and agree that my appointment is contingent upon fully meeting all current performance expectations. Failure to meet performance and policy expectations will result in termination of my Nova appointment.

_____ I understand that I must meet the point requirement for each semester for the academic year 2019-2020.

_____ I will be available to attend all mandatory events.

_____ I will available to assist in departmental efforts related to recruitment, alumni events, and Admissions Office events such as Open House.

_____ My cumulative and term UTD GPA must be at least a 3.0 at the end of the Spring 2019 academic term and at all times for the duration of my appointment as a Nova. I understand that failure to meet this academic requirement may result in termination of my appointment.

_____ I am required to be available to attend Nova bi-weekly meetings on **all scheduled Fridays during the academic year from 12:00pm-1:00pm**. This availability is required of all Nova members and means that I commit to not scheduling any other activity, including any academic class or lab, during this period for the entire academic year. If it is believed a course exception needs to be made, I agree to contact a Nova advisor with proper documentation before registering for the course.

_____ I have received a copy of the nova disciplinary policy and agree to abide by all policies and procedures. I also understand the disciplinary process should I violate any policy or procedure.

_____ I understand that failure to follow or meet the expectations outlined or referred to in this document may result in the termination of my appointment as a Nova Ambassador.

Having read and understood the above, and by signing below, I am accepting the position as Nova Ambassador for the 2019-2020 academic year.

Signature _____

Date _____