



**ALUMNI STUDENT**  
RECRUITMENT

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**2017-2018**  
HANDBOOK

# WELCOME!

Thank you so much for your interest in giving back to TAMS through our pilot year of the Alumni Recruitment Program! TAMS makes every effort to reach out to motivated students interested in STEM across the state of Texas, but with a state that easily takes 12 hours to cross by car, it can be a little daunting. We are excited to work together with our TAMS alumni across the state to connect with prospective students in their hometowns.

We are coming off of a banner year for TAMS applications. This past year we received more completed applications than the previous five years. Our goal is to continue this trend by informing qualified students, educators, and families about the opportunities TAMS provides. We hope to reach students both inside their classrooms and in their communities, making sure that no student misses the chance to participate in TAMS just because they weren't aware of the opportunity.

I want to personally thank you again for the time and energy you dedicate to the betterment of the TAMS program, and truly hope that your experience as an Alumni Recruiter (AR) will be a positive one. As this is the pilot year, we will be seeking to improve the program for the future. If there's anything I can do to make the experience better for our students, please don't hesitate to let me know.

I'm looking forward to working with you this year, and thank you for your continued participation in the TAMS Family!

**Mary Collins**

*TAMS Recruiter*

*Sage 202*

*940-369-7046*



# AR APPLICATION PROCESS

We want our Alumni Recruiters to be confident in speaking as representatives of the TAMS program. As such, there are a few things we ask you to complete to make sure you are prepared for the responsibility:

## Requirements

- Must be a TAMS Graduate (class of 2012 or prior)
- Must have graduated at least five years before beginning AR activities
- Must submit a Background Check Release Form
- Must complete online training for working with minors
- Must attend at least one TAMS Recruiting Webinar before beginning recruitment activities

## WHAT'S IN THE WEBINAR?

The Recruiting Webinar is where we will go over in detail all key recruiting messages for TAMS Admissions, including key topics in presentations, working at event booths, answering questions from prospective students, and more. This handbook offers an abbreviated guide for reference, but the webinar is where the bulk of information will be covered.



# WAYS TO PARTICIPATE

## ADOPT-A-SCHOOL

Alumni Recruiters adopt a high school (or middle school) in their area by selecting it from a list of priority schools. AR's committed to adopt a school will act as the TAMS representative to that school and build relationships with students and staff through recruiting presentations or presence at college nights. These presentations are at the prerogative of the school; schools are in no way obligated to allow TAMS to present.

## WINTER OUTREACH

When TAMS students return home for winter break, many of them visit schools in their area to promote our program. We refer to these students as TAMS Ambassadors. We would love for alumni or families of alumni to join these current TAMS students at schools when they present to add another layer of validation to the TAMS Ambassador experiences. In this situation, the TAMS Ambassadors will be the primary presenters, and the Alumni Recruiters will hold a supporting role.

## SPECIAL EVENTS

TAMS is often invited to exhibit or present at regional events such as science fairs, college fairs, and educator conferences. As an AR, your role at these events would likely involve staffing an exhibitor's table. While we do have a calendar of some of these events, we try to make sure we continuously search for new opportunities. If you have a suggestion for an event near you, please contact Mary Collins. Otherwise, TAMS Admissions will contact you with events in your area.



# WHAT TO EXPECT

## CLASSROOM PRESENTATIONS

Recruiting presentations are opportunities for TAMS representatives to speak directly to students at a school about the TAMS program. Typically, recruiting presentations are held in a classroom format, often as an optional presentation during students' lunch hour. There can be as many as 20 students, and as few as 1 or 2. The presentation generally consists of a brief Prezi (electronic presentation), followed by a question and answer session for attendees

## EVENT PRESENTATIONS

The events that TAMS is invited to will often vary greatly in attendance/format, but are usually considered “tabling” or “exhibitor” events. These generally take place in a large room where each exhibitor is given a table for promotional materials. A maximum of three representatives will staff the table. The schedule of the event often dictates the times that representatives need to staff the tables.

## ANSWERING QUESTIONS

Most questions pertain to life in McConnell Hall, student clubs, admissions criteria, and costs. Answers to these questions are typically found online at the TAMS website ([tams.unt.edu](http://tams.unt.edu)) and on the TAMS one-page handout. We'll go over this and more in our training webinar, but it helps to refer back to the material included.

***Don't worry if you are unable to answer all the questions- you can always refer students to the website, or encourage them to email [mary.collins@unt.edu](mailto:mary.collins@unt.edu). It's better to say that you don't know and will find out than to give out incorrect info.***

It is also important to remember that every TAMS experience is different. The program has experienced great growth and change during its 20 years, and what may have been true during your time at TAMS may not necessarily be true anymore. While we encourage you to talk about your experience with prospective students, we ask that you do not frame these experiences as concrete facts about the program.

# TERMS TO KNOW

## Admit

*Students who are offered admission into the program after the review of their file.*

## Applicant

*Student who has a current application in progress on file in TAMS Admissions, but no decision has been made on their status.*

## Alternate

*Students who are not offered admission upon first review of their file, but may be offered admission if other admitted students decline their position, or if other spots in the incoming class become available. These students are examined on a case-by-case basis.*

## Completed Application

*All parts of the student's application (including online application, transcripts, SAT scores, teacher evaluations, waivers, and residency questionnaires) have been received in the TAMS office and are being processed.*

## Early decision

*An early application process in which students who apply by a certain date (usually Early December) will be considered for admission early and notified of their admit-deny-alternate status in early March. Applicants applying for Early Decision may also be considered for Early Summer Research.*

## Early Summer Research

*A research program in which students admitted to TAMS are allowed to participate in on-campus research the summer before their first semester at TAMS.*

## Evaluations

*Teacher recommendations/evaluations of the student. Required from Math, Science, and English teachers, plus one counselor or principal.*

## Interview Day

*On Interview Day, applicants are invited to campus to interview for a position in the incoming class. Students are interviewed in groups of 5-6 with two interviewers. Interviews typically consist of simple, motivational questions (ie., "why are you interested in TAMS?") rather than complex, academic questions. At this stage, the interviewers want to try to gain insight into the applicants' character. Students also take an algebra test at interview day*

## Preview Day

*Open houses held on-campus at UNT consisting of a presentation, mock classes, student panels, and a tour of TAMS facilities. Preview Days are offered four times per academic year, usually on Saturday mornings. Please refer to the TAMS admissions calendar for dates.*

## Prospective

*A potential TAMS Applicant who has not yet applied.*

## Regular decision

*The regular application process in which students need to finish their application by a deadline usually in early February. Students applying for regular decision will not be considered for Early Summer Research*

## Residency

*Prospective students must be Texas Residents to be eligible for the program. Residency of applicants is determined by UNT admissions, not by TAMS.*

# RULES TO KNOW

## Family Education Rights and Privacy Act

*The Family Education Rights and Privacy Act (FERPA) states that no information regarding the applicant may be shared with parties other than the applicant, unless the applicant is under the age of 18, and then only with the parents. This means that any questions regarding a student's status are prohibited (including confirmation of who has applied), extending from the time we receive any part of an application to when the student is officially admitted.*

*Please take this into account before asking the TAMS admissions staff for information regarding a student's application, as we will not be able to share it with you. If you know that a student has applied, you can still let us know that you support his or her application, but we will not be able to provide any information regarding their application status until they are admitted.*

## Alumni Recruiters with a Child Applying to TAMS

*If you do have a child who is applying to TAMS, we ask that you pause your participation as an Alumni Recruiter for the year. This is a common practice among alumni recruitment programs. After your child has received an admission decision, you are welcome and encouraged to resume your role as an AR.*

## Working with Minors Training

*UNT requires that all volunteers working with minors in a university-sponsored program complete a background check, as well as an online Sexual Abuse Awareness training. All background checks will be conducted at no cost to our Alumni Recruiters*

## Selection Committee

*A group of individuals who work together to consider all aspects of TAMS applicants for admission. Selection Committee is comprised of experienced faculty, staff, and educational professionals who understand the institutional goals of TAMS and take great care in the evaluation of each applicant.*

## Summer Orientation ("Summer O")

*A mandatory orientation held in on a Friday and Saturday in early June for newly admitted students. Summer O is mandatory for all students to build community within the incoming class, as well as the administration of math and science placement exams. Parents are also highly encouraged to attend.*

## Waivers

*In compliance with FERPA law, students have the right to view submitted teacher evaluations. Students must either waive or not waive their rights to view these evaluations. Teachers may be less compelled to be honest in their evaluations if they feel students may read what they have written, so we try to make sure applicants know this when making the decision to either waive or not waive their rights.*



## HELPFUL INFO

One very commonly asked question is any variation of “What do I need to do to get accepted?” TAMS uses a holistic assessment of students that considers many facets of the applicant. No specific class rank, SAT score, GPA, or other qualification will assure that an applicant will be accepted. In fact, TAMS has denied applicants with perfect SAT scores.

While we do not have minimum scores necessary for application, we do tend to look for students that are not being adequately challenged in high school; as such, high school grades should reflect academic excellence. SAT scores for admitted students typically settle around 650 on Math, and a 600 on Verbal.

*Remember, it is never appropriate to provide assurance of admission into TAMS.*

## REQUIREMENTS FOR TAMS ADMISSION

To be eligible for TAMS, students must:

- Be a Texas resident
- Be a high school sophomore
- Arrange to complete Geometry, Algebra I, and Algebra II by the end of their sophomore year\*

\*At least one official Algebra II grade must be submitted with the application

## TAMS APPLICATION CHECKLIST

- ◇ An online application
- ◇ Transcripts from grades 7-10 (after one grading period for 10th grade)
- ◇ New, current year SAT scores submitted to UNT
- ◇ A waiver of access for teacher evaluations
- ◇ Teacher evaluation forms from counselor/principal, Math teacher, English teacher, and Science teacher.
- ◇ A Residency questionnaire

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Students who have completed the above by the designated admissions deadline may be invited to participate in the following:

- ◇ An interview with TAMS staff at designated Interview Day (invite by TAMS Admissions only)
- ◇ An algebra test offered at Interview Day (invite by TAMS Admissions only)



## AP/IB CREDIT

TAMS does not accept AP credit as a substitute for any of its core classes (chemistry, biology, math, etc.) However, students may be able to use AP credit to gain access to higher level electives at UNT. For example, a student who took AP-Spanish and wants to take Spanish as an elective at UNT may be able to use their AP credit to meet the requirements of lower level Spanish classes.

## APPLICATION DEADLINES

TAMS offers two rounds of admissions: Early Decision and Regular Decision. The deadline for Early Decision is Dec 9, 2017. The deadline for Regular Decision is Feb 10, 2018. The only differences between these two rounds of admission is the time at which students will be notified of their admission, as well the opportunity for Early Decision applicants to participate in Early Summer Research



## TUITION INFORMATION

TAMS students do not pay tuition, book fees, or university fees during their time in the program. The only costs to the family are room and board, plus a small program charge. Keep in mind that room and board costs are subject to change, and will likely increase.

Students and families are encouraged to complete the FAFSA or TAFSA (non-US citizens classified as Texas residents) in order to be eligible for financial aid. TAMS is committed to providing any unmet financial need that a family exhibits; in other words, we do not want cost to be a reason that a student does not apply or consider TAMS. However, all scholarships and grants (both need-based and merit-based) require a completed FAFSA or TAFSA.

<b>McConnell Hall Room</b>	<b>\$5,650</b>
<b>Eagle Basic Meal Plan</b>	<b>\$3,528.95</b>
<b>TAMS Program Charge</b>	<b>\$1,900</b>
<i>(includes programming for student clubs, etc.)</i>	

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<b>Total 2017-2018 Cost Estimate</b>	<b>\$11,078.95</b>
<b>Total Two-Year Cost Estimate</b>	<b>\$22,157.90</b>

## **Mary Collins**

### **TAMS Recruiter**

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## **Meaghan Hildinger**

### **Alumni Coordinator**

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**[tams.unt.edu/Alumni/AlumniRecruitment](https://tams.unt.edu/Alumni/AlumniRecruitment)**

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