

ammerman center

[arts & technology]

Ammerman Center Certificate Program Student Adviser Program

Thank you for agreeing to be a Ammerman Center Student Adviser for students applying to the Certificate Program. Your role is to be an ambassador for the program, promote the Center and help students with the Application Process. Please note that you will not have any role in final admission decisions.

Instructions:

1. You will be assigned a small number of student applicants. Please reach out within a few days to set up a meeting with the student. Send first email, and follow-up. Let Steve know when you've met or if they don't respond.
2. Please familiarize yourself with the [Center web site](http://cat.conncoll.edu) (cat.conncoll.edu) and the [Certificate Program](#) page. The description of the program, deadlines, forms and the application process are all outlined there.
3. Please relay any concerns or unanswered questions to Steve.

Role of Student Advisors:

1. Ask about the student's interests, why they're interested, what is drawing them to the Center?
2. Share your experience in the Center in relation to your major/minor, research, the gateway course, courses, internships, field trips, study away, workshops, and developing plans for your project, etc.
3. Discuss the application process: help clarify interests, answer questions about the process and their meetings with faculty, review deadlines.

Deadlines for Center Applicants: (helpful for your discussion with the applicant)

By September 20: Contact and meet assigned Faculty Fellow to discuss application and interests.

By September 27: Meet with a student adviser (you).

By September 30: Submit rough draft of the 3 - 5 page essay to your Faculty Fellow/Adviser. Faculty must sign the final, printed application.

By October 7: Request recommendations from two CC faculty members, from 2 different departments.

Notify Center of intent to apply as soon as you have decided, no later than October 6 (email Steve at sluber@conncoll.edu).

By October 17: Submit final application to BOX 5233 (campus mail in Cro Post Office). Email all documents Steve, at sluber@conncoll.edu.

A complete application to the Center includes:

1. Application form signed by your faculty application adviser
2. Essay, typed, double-spaced, 3 to 5 pages in length
3. Transcript
4. Resume
5. 2 recommendations completed by Connecticut College faculty (Sent directly to the Center by faculty)

Center web site: cat.conncoll.edu