ENDICOTT COLLEGE

Van Loan School of Graduate and Professional Studies (GPS)

International Alumni Ambassadors Handbook

The Endicott International Alumni Ambassadors program was created in 2010. The goal of the program is to extend the reach of Endicott around the world. This Handbook has been designed to make your participation in Endicott's International Alumni Ambassadors program a rewarding experience.

KEY CONTACT INFORMATION:

Sarah Earnest
Director, Alumni Relations
Endicott College
376 Hale Street, Beverly, MA 01915
+1.978.232.2458 (phone)
+1.978.232.2025 (fax)
searnest@endicott.edu
www.endicott.edu

For specific questions regarding graduate and professional studies programs:

Wendy McSweeney
Coordinator of Marketing and Recruitment
Endicott College
School of Graduate and Professional Studies
376 Hale Street
Beverly, MA 01915
+1.978.232.2103
wmcsween@endicott.edu
www.endicott.edu/gps

PURPOSE:

The Endicott International Alumni Ambassador Program offers alumni an opportunity to share their experiences, pride, and passion about Endicott with prospective students, families, and fellow alumni around the world, build further relationships with fellow alumni, provide leadership to current Endicott students, and act as a liaison for Endicott in your country.

ROLES AND RESPONSIBILITIES:

- Permit Endicott to list your contact information (name, country, graduation year, major, and email) on the College's website as a resource for prospective students as well as alumni in your country;
- Assist GPS with student recruitment efforts in your country. This may include serving as a local resource and contact for prospective students and families, meeting and interviewing applicants, answering questions and concerns that may arise throughout the admission process, and reaching out to admitted students in your area as they make their enrollment decision;
- Assist the Alumni Office with hosting alumni events and helping to update contact information for fellow alumni in your country;
- Assist Endicott staff or faculty traveling to your country on College business;
- Act as a local contact for Endicott study abroad students and alumni in your location; and
- Recommend neighbors and friends to Endicott College.

EXPECTATIONS:

- Review the materials provided. When discussing Endicott with prospective students, it is important that you feel comfortable answering their questions. Please refer to this handbook and the other training materials provided in your orientation packet for information. Additionally, please feel free to contact Sarah Earnest at the above address with any other questions or concerns.
- Follow-up with students in a timely manner. The admission process is often a very overwhelming time for prospective students. We appreciate your sensitivity to this matter.
- Follow-up with Sarah Earnest in a timely manner. Please keep us informed of inquiries you receive so that we may follow up with additional information if necessary.
- Please use the Interview Evaluation form for GPS to gather interested applicants' information and email the completed form to Sarah Earnest in a timely manner.
- Please keep Endicott informed of changes to your address, email address, and telephone number by contacting Sarah Earnest or filling out the Keep In Touch Form on the alumni website.
- It is important that you don't guarantee admission to prospective students. Only the Graduate School can make these decisions.

TRAINING MATERIALS:

- Endicott International Alumni Ambassadors Handbook (available via email)
- Listing of Endicott Frequently Asked Questions
- Endicott Facts and Figures Brochure
- The College for International Studies (CIS) and Endicott College Partnership brochure
- The GPS Academic Catalog & Website (www.endicott.edu/gps)
- Interview Evaluation Forms – GPS (available via email)
- Endicott International Admission Fact Sheet
- Endicott Application for Admission
- Endicott Academic Catalog
- Endicott College Video
- Van Loan E-newsletter (available via email)
- Career Center Resource for Alumni
- The *Endicott Connection*, our bi-annual alumni newsletter
- *Soundings Magazine*, The Endicott College Magazine

Additional materials are available upon request. Please contact Sarah Earnest for more details.

INFORMATION ON THE ALUMNI OFFICE:

The Alumni Office plans many alumni events and activities year around in the United States as well as host and/or co-host alumni events in other countries. During the past year, we have hosted reunions in Panama, Mexico, and Switzerland and in the process of hosting one in Madrid, Spain. With the help from you, International Alumni Ambassadors, we hope to continue hosting alumni reunions in these locations as well as expand to other country locations. If you have any event ideas or are interested in helping host alumni reunions in your area, please contact Sarah Earnest.

Further information on services and resources we offer for alumni in general, such as alumni career services, alumni events calendar, alumni newsletter, and more, can be found on the Alumni website at www.endicott.edu/alumni .

ALUMNI CHECK LIST FOR AMBASSADORS:

- Assist the Alumni Office with hosting Alumni events in your country, if applicable
- Make suggestions and ideas for alumni events and gatherings in your country or region
- Provide expertise in local cultures, customs, and site selection for alumni events
- Network with and outreach to fellow Endicott international alumni to attend alumni events in your area
- Help find "lost" international alumni in your country and updating the Alumni Office with their correct contact information; A list of alumni in your country can be sent to you upon request
- Gather and forward international alumni news and stories (including career updates, new baby news, weddings, awards, etc.) to Sarah Earnest for our bi-annual alumni newsletter publication, *Endicott Connection*
- Join and invite other Endicott international alumni to join the Endicott College International Alumni Group on FACEBOOK!
- Join and invite other Endicott graduate alumni to join the Endicott College Graduate Alumni Group on FACEBOOK!
- "Like" and invite other Endicott alumni to "like" the Endicott Alumni Association Page on FACEBOOK!
- Join and invite other Endicott alumni to join the Endicott Networking Group on LinkedIn!
- Check out and share videos for alumni on the EndicottAlumni's Channel on YouTube!

VAN LOAN SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES (GPS) ADMISSION:

The Graduate School offers master's degree programs on both a full-time and part-time basis, on-site and on-line. Associate and bachelor's degree completion programs for adults are also part of the School's offerings. The following is a list of programs with the appropriate contact information. Referring to the catalog and website will answer most of your questions, however at some point the potential candidate should be put in contact with the appropriate program director below.

Associate and Bachelor completion program for adults – Steve Negron, snegron@endicott.edu

Master of Arts & Master of Fine Arts in Interior Design – Myoung Joo Chun, mchun@endicott.edu

Master of Business Administration:

On Campus – Rich Benedetto, rbenedet@endicott.edu
On-line – T.J. Hanratty, thanratt@endicott.edu

Master of Education:

Applied Behavior Analysis

On campus – Dr. Malcolm Patterson, mpatters@endicott.edu
On-line – Dr. Tom Zane, tzane@endicott.edu

Arts and Learning – Dr. Enid Larsen, elarsen@endicott.edu

Athletic Administration – Rich Benedetto, rbenedet@endicott.edu

Elementary Education – Dr. Malcolm Patterson, mpatters@endicott.edu

Integrative Ed. and Montessori Ed. – Phil Gang, pgang@earthties.edu

International Education – Rick Pacheco, rpacheco@endicott.edu

Organizational Management – Rich Benedetto, rbenedet@endicott.edu

Reading & Literacy – Dr. Malcolm Patterson, mpatters@endicott.edu

Special and Severe Special Needs – Dr. Malcolm Patterson, mpatters@endicott.edu

Master of Education, International Programs in Leysin, Switzerland; Prague, Czech Republic; Bangalore, India; and Madrid, Spain – Rick Pacheco, rpacheco@endicott.edu

Master of Science in Information Technology – Rich Benedetto, rbenedet@endicott.edu

Master of Science in Nursing – Mary Findeisen, mfindeis@endicott.edu

College of International Studies, Madrid – Rick Pacheco, rpacheco@endidott.edu

The School of Graduate and Professional Studies is always adding new programs – please check its website regularly at www.endicott.edu/gps . Each director can be reached by calling 978-232-2199.

GPS TUITION AND FEE SCHEDULE 2011 – 2012:

The application fees for GPS programs are $50 for Master's Degree application and $25 for Bachelor Degree application respectively. All application fees are non-refundable.

GPS Program Fees:

- Tuition (on site or online):
  - Bachelor degree application fee (non-refundable) $25.00
  - Master's degree application fee (non-refundable) $50.00
  - Tuition (on site or online):
  - Bachelor degree, per credit hour $287.00
  - M.Ed., per credit hour $368.00
  - MBA/M.S.I.T. per credit hour $551.00
  - M.F.A./M.A. in Interior Design per credit hour $578.00
  - M.S. in Nursing per credit hour $578.00
  - Applied Behavior Analysis Courses, per credit hour. . $446.00
  - Autism Certificate Courses, per credit hour $495.00
- GPS audit fees for three-credit GPS courses:
  - Undergraduate $100/course
  - Graduate $130/course
  - MBA. $195/course
- Other Fees:
  - Undergraduate registration fee $25.00
  - Late registration/late payment fee $50.00
  - Returned check fee $40.00
  - Materials fee will be noted in the course description.
  - MBA curricular fee † $1,350.00
  - APL assessment fee (in addition to APL tuition) $750.00
  - APL extension fee $75.00
  - Graduation fee $200.00
  - Transcript fee . . . . . $6.00 each

† The MBA curricular fee is billed per course (in addition to tuition) as follows:

Full-time MBA: $113 per course, $107 final course

Experienced Professional MBA: $97 per course, $89 final course

Payment for Graduate School Programs:

All GPS Programs' enrollment is on a continuous basis. Full payment of all fees, including tuition, is required at the time of registration, ten days prior to class start date. Payment can be made by cash, checks, major credit cards, or via wire transfer. Discovery Card is not accepted.

Please make payment directly to the Graduate School at address below:

Endicott College
Attn: The Van Loan School of Graduate and Professional Studies
376 Hale Street, Beverly, MA 01915
U.S.A.

Wire transfer information may be obtained by email at jgenawes@endicott.edu.

For additional information on *Programs of Study* , *Registration Information*, GPS Fee Schedule *(pdf), and* specific requirements and application forms for different academic programs, please visit *the GPS Admission Information page* on the Van Loan School of Graduate and Professional Studies (GPS) website (*www.endicott.edu/gps*). Should you have any questions regarding Graduate School programs, please contact Wendy McSweeney at +1.978.232.2103 or email wmcsween@endicott.edu.

HELPFUL LINKS:

The Endicott College Website

The Alumni Website

Van Loan School of Graduate and Professional Studies

GPS Admission

Graduate International Students Admission Requirements

Endicott College Video

The College for International Studies (CIS)

The School of International Education

The Career Center Website

The Internship Program

Endicott College Digital Publications

Endicott College Van Loan School of Graduate and Professional Studies on Facebook