

SCICLONES OPERATING POLICY

1. PURPOSE

- 1.1. To promote a welcoming environment among first-year McMaster undergraduate science students and McMaster undergraduate students as a whole.
- 1.2. To facilitate orientation activities and Faculty spirit during McMaster Welcome Week.
- 1.3. To provide leadership opportunities for students and be role models for the school, first years, and McMaster community.
- 1.4. To represent the MSS and Faculty of Science at orientation events and initiatives, including but not limited to Welcome Week, May at Mac, and Fall Preview Events.

2. OPERATING PARAMETERS

- 2.1. The Sciclones shall be an entirely student-run service of the MSS and the SSC, focused on welcoming first years to the Faculty of Science and working to provide a smooth transition into university.
- 2.2. The Sciclones shall hire an Executive Team to assist in the planning and execution of orientation events and initiatives, including but not limited to Faculty of Science events and other Interfaculty Events during Welcome Week.
- 2.3. The Sciclones will work with:
 - 2.3.1. The MSS Executive to represent the MSS and assist with events, as needed throughout the year.
 - 2.3.2. The Welcome Week Faculty Coordinator for support through the planning process, as well as to liaise with the various planning committees in place for Welcome Week decisions.
 - 2.3.3. The Student Success Centre to implement training and proper communication between Faculty groups, other rep groups, and Res Life.
 - 2.3.4. Community groups and businesses as sponsors, donors, partners for events/activities, etc.

- 2.4. The Science Welcome Week will serve all students in first year science programs with the exception of Kinesiology, so long as Kinesiology facilitates their own Welcome Week programming.
 - 2.4.1. The Sciclones will communicate with their Rep Team and the McMaster Science student body through: Emails, social media, and the MSS.

- 2.5. The Welcome Week Planners (2-3) shall:
 - 2.5.1. Be responsible for managing all Sciclone involvements and represent the MSS as Orientation planners for May at Mac, Welcome Week, Fall Previews, and other events throughout the year.
 - 2.5.2. Perform duties and responsibilities as outlined in the MSS Executive Policy and as seen fit by both the Welcome Week Planners and MSS President.

- 2.6. The Sciclone Executive will consist of:
 - 2.6.1. The Representative Executives (~15):
 - 2.6.1.1. Coordinate a group of ~10-12 General Representatives (a cell) throughout Welcome Week.
 - 2.6.1.2. Foster growth and leadership development within the cell and all Sciclone General Representatives, serving as a support before, during, and after Welcome Week throughout the year.
 - 2.6.1.3. Assist with planning a specific aspect of Welcome Week throughout the semester and the summer, including but not limited to event planning and committee involvement.

 - 2.6.2. The Choreography Coordinators (1-2) will:
 - 2.6.2.1. Hire an Airbands Committee of General Representatives through an application and interview process near the beginning of the summer.
 - 2.6.2.2. Work with the Airbands Committee to choreograph a dance, create a soundtrack, and hold practices in preparation for the Airbands event with select first year science students.
 - 2.6.2.3. Organize a Dance Committee to choreograph a short dance routine for the entire Sciclones team.
 - 2.6.2.4. Ensure that all dances and soundtracks created are appropriate and align with the values of Sciclones and Welcome Week.

2.6.2.5. Work on projects with other Executives as seen fit by the Welcome Week Planners.

2.6.3. The Arts Coordinator (1-2) will:

2.6.3.1. Organize a committee of Representatives to assist with arts tasks.

2.6.3.2. Create posters/signs for Welcome Week and Sciclones Events, including May at Mac, Shinerama, Airbands, Exam Loving, etc.

2.6.3.3. Create a photo booth for Faculty Day, Faculty Night, and other events as the Arts Coordinator, other Executives, and the Welcome Week Planners see fit.

2.6.3.4. Organize suit and sign painting parties for representatives throughout the term and summer.

2.6.3.5. Maintain stock of all art supplies.

2.6.3.6. Work on projects with other Executives as seen fit by the Welcome Week Planners.

2.6.4. The Multimedia Coordinator (1-2) will:

2.6.4.1. Coordinate a committee of Representatives to assist with event photography, videography, and graphic design

2.6.4.2. Be responsible for all photography, videography, graphic design, and social media for events, including Welcome Week

2.6.4.3. Coordinate with the MSS Vice President Communications to ensure smooth and efficient promotion for matters such as General Representative Applications and Welcome Week events

2.6.4.4. Potentially assist with first year shirt and swag design, and Representative jersey and swag design

2.6.4.5. Work on projects with other Executives as seen fit by Planners.

2.6.5. The Fundraising Coordinators (1-2) will:

2.6.5.1. Hire a committee of Representatives and organize meetings with them to assist with the organization and execution of fundraisers.

2.6.5.2. Take initiative to organize fundraising events continuously throughout the term and summer to raise money for the Science Welcome Week's Chosen Charity.

2.6.5.3. Work on projects with other Executives as seen fit by the Welcome Week Planners.

2.6.6. Sponsorship Coordinator (1) will:

2.6.6.1. Hire and manage a committee of Representatives to assist in reaching out to businesses and organizations for donations.

2.6.6.2. Work with the MSS VP External and Planners to create and distribute a sponsorship package to obtain external funding for Welcome Week.

2.6.6.3. Work with the Planners to communicate with the Dean of Science and the Science Career and Cooperative Education Office.

2.6.6.4. Collaborate with other MSS events and other faculties to raise money for Welcome Week.

2.6.6.5. Work on projects with other Executives as seen fit by the Welcome Week Planners.

2.7. The General Representatives (~140 or as dictated by the SSC) will:

2.7.1 Be hired through a blind application and group interview process by the current Welcome Week Planners, with input and interview attendance from the current Welcome Week Faculty Coordinator and Executive Team.

2.7.2. Assist in the execution of Science Orientation events and initiatives, including but not limited to Fall Preview Events, May at Mac, and Welcome Week.

2.7.3. Represent the Faculty of Science and the MSS and assist with MSS events, including but not limited to General Assemblies and I Love Science Day.

2.7.4. Assist in facilitating a positive environment for first year students.

2.8. Disciplinary action will operate on a three strike system. Strikes will be given for offenses including:

2.8.1. Inability to attend the entirety of Welcome Week or important events/activities leading up to Welcome Week.

2.8.2. Inability to attend events Sciclones are expected to attend (e.g. May at Mac). Acceptable criteria for missing events, as outlined by the SSC, include: being

hired after the April SSC Rep Training, illness/family medical emergency, civic duty, participation in wedding of an immediate family, mandatory academic/leadership commitment, religious observance, being on internship/exchange. An absence for reasons listed will not result in a strike.

- 2.8.3. Missing mandatory meetings and training without prior notification to the Welcome Week Planners.
- 2.8.4. An accumulation of three strikes or a severe offense will be grounds for removal from the team at the discretion of the Welcome Week Planners. Severe offenses include:
 - 2.8.4.1. Instances of discriminatory behaviour, including but not limited to:
 - 2.8.4.1.1. Racial or cultural discrimination.
 - 2.8.4.1.2. Marginalization of any groups or persons.
 - 2.8.4.1.3. Inappropriate use of language or actions towards other persons.
 - 2.8.4.2. Inappropriate or offensive actions with/to first year students, other reps, or other students.

3. HIRING

- 3.1. The Welcome Week Planners (2-3) will be hired by a committee that will consist of the outgoing Welcome Week Planners, with input and interview presence by the MSS President, the outgoing Welcome Week Faculty Coordinator, and the outgoing Welcome Week Planners of another Faculty Rep team.
 - 3.1.1. The hiring process will consist of a written application, and successful applicants will be invited to prepare a Welcome Week Event Plan and attend an in-person interview.
 - 3.1.1.1. Written application will be marked "blind" and each question will be marked against a rubric with a defined point scale. Applicant information, including name, email and program will not be revealed until all questions have been graded and the cutoff score determined. The Welcome Week Planners will take previous rep evaluations into consideration when determining successful applicants:
 - 3.1.1.2. The written application shall include an Equity, Diversity, and Inclusion question that is optional to complete:
 - 3.1.1.2.1 In this question, people of marginalized identities may disclose their identity and write about their experiences in the Faculty of Science,

which will be marked with points awarded;

- 3.1.2. Interviews will be conducted by the Welcome Week planners with input and interview attendance from the Welcome Week Faculty Coordinator, MSS President, and the outgoing Welcome Week Planners of another Faculty Rep team:
 - 3.1.2.1. The decision as to which Faculty Rep's outgoing Planners will sit on the interview committee must be made by the outgoing Welcome Week Planners at least twenty-four (24) hours before applications close. This decision must be communicated to the rest of the interviewers via email before the deadline.
 - 3.1.3. The interview structure shall consist of an individual component, as well as a group component. The structure of the interview must be communicated to successful candidates at least twenty-four (24) hours prior to their interview.
 - 3.1.3.1. If a candidate is unable to attend the group component of the interview, they shall take part in an additional individual interview component which must reflect the group component in regards to the skills being assessed.
 - 3.1.3.2. The group component or the additional interview component shall be taken with equal consideration when determining successful applicants - a candidate will not be penalized for not being able to attend the group component, so long as they take part in the additional individual interview component.
 - 3.1.4. The Welcome Week Planners will take rep evaluations from the previous Welcome Week into consideration when determining successful applicants.
- 3.2 The Executive team will be hired by the Welcome Week Planners, with input and interview presence by the Welcome Week Faculty Coordinator or the MSS President:
 - 3.2.1 The hiring process will consist of a written application, and successful applicants will be invited to prepare supplementary pieces based on the Executive roles in question for an in-person interview:
 - 3.2.1.1 The decision as to whether the Welcome Week Faculty Coordinator or the MSS President will be chosen as a member of the hiring team must be made by the Welcome Week Planners at least two (2) days prior to the closing of Executive applications. The chosen individual must be available for both the application and interview processes.
 - 3.2.1.2 Written applications will be marked "blind" and each question will be marked against a rubric with a defined point scale. Applicant information, including name, email and program will not be revealed until all

questions have been graded and the cutoff score determined. The Welcome Week Planners will take previous rep evaluations into consideration when determining successful applicants.

- 3.2.1.3. Interviews will be conducted individually by the Welcome Week planners with input and interview attendance from the Welcome Week Faculty Coordinator or MSS President. The Welcome Week Planners will take previous rep evaluations from the previous Welcome Week into consideration when determining successful applicants.
- 3.3 General representatives will be hired by the Welcome Week Planners, with input and interview attendance from the Welcome Week Faculty Coordinator or the MSS President, and the Executive Team.
 - 3.3.1. The hiring process will consist of a written application, and successful applicants will be invited for an in-person interview.
 - 3.3.1.1. Written application will be marked "blind" and each question will be marked against a rubric with a defined point scale. Applicant information, including name, email and program will not be revealed until all questions have been graded and the cutoff score determined. The Welcome Week Planners may take previous rep evaluations from the previous Welcome Week into consideration when determining successful applicants.
 - 3.3.1.2. Interviews will be run in a group manner with a variety of stations. The contents of the station may vary from year to year based on the skills and values the Welcome Week Planners seek in their applicants. Questions will be graded by the Welcome Week Planners and Welcome Week Faculty Coordinator, with input from the Executive. The Welcome Week Planners may take rep evaluations from the previous Welcome Week into consideration when determining successful applicants. The final team roster will be determined by the Welcome Week Planners.
- 3.4 In the event that in-person interviews cannot be held for reasons equal but not limited to: university closures, medical emergencies, health concerns, or other cases deemed significant by the outgoing Welcome Week Planners, interviews for all positions within the Sciclone team may be run using online platforms:
 - 3.4.1. Information about the updated interview process, including the platform being used to run interviews, must be communicated to candidates in the application.
 - 3.4.2. Given a circumstance where a successful candidate does not have access to the interview platform declared in the application, another method of conducting the interview must be agreed upon between the Welcome Week Planners and the candidate.

- 3.4.3. A link to the interview must be provided to the candidate a minimum of two days before the chosen interview date.

Date last reviewed: April 15th, 2022