

PETE & C Student Intern and Adult Ambassador Rules & Responsibilities

WHAT IS PETE&C?

The Acronym PETE&C means Pennsylvania Education Technology Exposition and Conference. PETE&C is simply the biggest educational technology conference in the state, which is held every year at the Hershey Conference Center, in Hershey, Pennsylvania. It is a premiere educational conference with over 2,200 individuals with expertise in teaching, technology, administration and academe.

WHY DO WE RECRUIT STUDENT INTERNS/ADULT AMBASSADORS?

We recruit student interns and adult ambassadors to help us to deliver a first class conference. Due to the high number of attendees, we need to have a high number of capable individuals to assist us with our daily events and functions. Due to the large number of colleges and universities in the state of Pennsylvania, the selection process to become a volunteer at PETE&C is very competitive. By allowing students to serve as interns, we also give them the opportunity to meet people in the field, learn more about the field, and learn from the conference.

ADULT AMBASSADORS VS. STUDENT INTERNS

PETE&C recruits both adult ambassadors and student interns. There is a significant difference in expectations between an adult ambassadors and student interns. There are typically many more interns than adult ambassadors at the conference.

Adult Ambassadors are a select group of Pennsylvania educators who serve the role of supervisor for the student interns and assist with various PETE&C tasks. These are the volunteers who are employed in school districts or other education agencies when they apply.

Student Interns are all students of a Pennsylvania higher education institution. Any one who volunteers in this program and is a student in higher education is a Student Intern. Student interns are expected to help with critical conference functions. Please refer to the “intern assignments” and “duties and responsibilities” sections for details.

RULES AND RESPONSIBILITIES

The PETE&C adult ambassador is both an opportunity and privilege granted to a very selective group of individuals who have deep interest in technology/communication in education. The recipients of the PETE&C adult ambassador award or student internship award have their expenses paid in full. Adult ambassadors receive free lodging, food, ticket to banquets, conference fees paid, and a free pass to the casino night event (if they are 21 years old). Although there are several opportunities for ambassadors and interns to have fun at the conference, they are required to serve as role models and behave in both an outstanding and professional manner.

All volunteers are required to complete a survey on their conference experience within two weeks of the end of the conference (Feb 28, 2012).

A team of Volunteer Coordinators schedule and supervise all volunteer activities throughout the conference. The Volunteer Coordinators will provide each Student Intern and Adult Ambassador with a schedule of assignments. The performance of the scheduled assignments is the understanding PETE&C has with its Interns in trade for the complimentary conference registration, lodging, and food provided during the event. We expect all volunteers to be at their assigned posts on time and prepared to work. Ambassadors and Student Interns are not to change their assignments without consent from the lead Volunteer Coordinator specifically.

IF A STUDENT INTERN DOES NOT REPORT TO THEIR ASSIGNED POSTS OR PERFORM TO THE EXPECTED DUTIES, HE/SHE WILL BE SENT HOME IMMEDIATELY, NO EXCEPTIONS! CONFERENCE PRIVILEGES WILL BE IMMEDIATELY CANCELLED, AND YOU MAY BILLED FOR THEM. IN ADDITION, IF AN INFRACTION HAPPENS ON THE LAST DAY, THE CONFERENCE WILL INVOICE THE STUDENT AND THE UNIVERSITY FOR ALL CONFERENCE COSTS.

Professionalism

This is a professional conference, and our Volunteers are the visible presence of PETE&C to our attendees and presenters. They are identifiable by their denim “Staff” PETE&C shirts, which must be worn while on duty. Keeping a professional manner at all times is very important. There are many different people who attend the annual PETE & C conference; students, teachers, principals, superintendents, state officials & many others. We ask that you be fully aware of your behavior at all times. It would not be in the best interest of this conference or for you personally to be seen as disorderly. Keeping a professional manner about yourself is vital to the success of this conference and to your own professional futures.

BEFORE ARRIVAL

After acceptance to the student intern or adult ambassador program, a confirmation email is required (the sooner you respond, the sooner you will be confirmed into the program).

- must confirm all information we have is correct
- must confirm agreement with requirements listed on this guidelines document
- must confirm that you will be available for the entire required volunteer time (Saturday at 2:30 PM through Wednesday at 2:00 PM), unless you have already made other arrangements with the lead Volunteer Coordinator.
- provide lodging needs and rooming arrangement preferences. A shared room (4 Interns to a room, or 2 Adult Ambassadors to a room) is provided by PETE&C. If you have names of other interns (if you are an intern) or adult ambassadors (if you are an adult ambassador) that you would like to room with, please provide their names in your confirmation email.

Please note: We begin working on the schedule as soon as we receive your confirmations. Once the schedule has been created, changes to it create difficulty. If you find, once you have confirmed that you will be available, that you must change your arrival or departure time, or must leave during the required volunteer time, we may need to replace you with a volunteer from the waiting list.

ON ARRIVAL

Student Interns and Adult Ambassadors will meet the Volunteer Coordinator Team near the check in desk in the lobby of the hotel at 2:30 P.M. on Saturday, February 11th. The Intern coordinators will provide each Intern and Adult Ambassador with their welcome packet (room assignment, assignment schedule, etc.). You will also need proof of age (to confirm who is at least 21 years of age). Daily assignments will be provided at this meeting, along with a description of the assignments.

Schedule Expectations

Adult Ambassadors and Student Interns will have limited free time but can expect to be busy working for most of the conference. The majority of the assignments will be during the conference concurrent sessions. There are also important activities scheduled for Saturday and Sunday. Please be sure that you are available.

The activities planned for Saturday are critical for learning your way around the conference and understanding your roles at PETE&C, even if you were a volunteer in the past. We need all available hands for these final conference preparations.

The job descriptions below provide an overview of the rest of the kinds of activities you will be asked to take part in. Many of the assignments involve attendance at sessions, and we will make an effort to assign volunteers to sessions they would prefer to attend, with some level of preference going to Adult Ambassadors.

CONTACTING US

The Lead Intern Coordinator for the 2012 PETE&C is Brandie Boback. She can be reached at peteandcintern@gmail.com. She handles scheduling and most issues you'll run into at the conference.

Shirley Campbell is the PETE&C Volunteer Chair. She can be reached at 412-906-6301 or at shir@mac.com or at peteandcintern@gmail.com. Please keep this contact information handy during your travels to the PETE&C Conference!

ADULT AMBASSADOR AND STUDENT INTERN ASSIGNMENT DESCRIPTIONS

This is a general list of assignments and there are likely to be variations and additions to the tasks listed here. This is simply a sampling to give you an idea of the kinds of work that may be expected.

Bus Stops

- Locations – either in front of the registration desk in the Hershey Lodge or the side entrance of the Hershey Hotel
- Duties – Interns will be there when the buses arrive/depart to assist conference attendees with directions, etc.

Casino Night Door

- Location – Chocolate Ballroom
- Interns will check registration badges.

Session Ambassador/Intern

- Location – each session location
- Duties – Introduce presenter and offer ACT 48 credit code if needed. Announce evaluation process and options to attendees before and after sessions. Count and record the number of people attending the session within the first 5 minutes, and again within 15 - 20 minutes of the end of the session. Do not count presenters. Sit in the session in case the presenter needs assistance. You may bring a laptop. Take a professional approach to your behavior in the room.

Hallway Ambassador/Intern

Location – near each group of sessions

Duties – troubleshoot and assist with any needs in the area where you are assigned.

Exhibitor Registration Desk

- Location – Registration
- Duties – Assist with the registration of exhibitors.

General Registration Desk

- Location – Registration
- Duties – Assist with general registration of conference attendees and any other tasks necessary.

Sunday Night Sessions –

- Location – meet at the registration desk at the designated time
- Duties – Check on all the Sunday Night Sessions at the conference and help vendors with any needs that they might have in setting up their sessions.

Bus Stops

Assist conference attendees with directions for traveling to and from the second conference site (Hershey Hotel).

NEW for 2012!

Video and Distance Component Assistance

Several rooms at the conference will be involved in taping and/ or broadcasting sessions. You may be assigned to assist in one of those sessions.