

Peer Mentor Program 2011

Thank you for your interest in becoming a Peer Mentor. Attached you will find the following information:

- Important dates for the Peer Mentor selection program;
- Anticipated program requirements;
- A program application;
- Questions to complete with your application;
- One reference form.

Completed applications (Application Form, Answers to Questions, and Reference Form) are due to the College Center Desk **by 4 p.m. on Friday, March 18th**. Make sure that you schedule a 30-minute interview with Deb Bishop, Secretary for Student Activities and Multicultural Affairs, when you drop off your application!

If you should have any questions regarding what it means to be a Peer Mentor or the application process please feel free to contact me at X6168 or through email at donovan@lvc.edu.

Sincerely,

Brooke F. Donovan
Associate Director of Student Activities and Engagement

Important Dates for 2011 Peer Mentor Selection

Monday, February 7th:	Applications available
Thursday, February 10th:	Interest Session, 4:30 p.m., Lower Level Mund
Friday, February 11th:	Interest Session, Noon, Lower Level Mund
Friday, March 18th:	Applications Due to Deb Bishop, Secretary for Student Activities, by 4 p.m. (New applicants and Head PM applicants must schedule an interview when dropping off application! Returning PMs DO NOT.)
March 21st-30th:	Interview Process
Friday, April 1 st :	Notifications Sent via campus e-mail
Friday, April 8 th :	Acceptance Due to College Center by 4 p.m.
Wednesday, April 27th:	Mandatory Introductory Meeting at 5 p.m., Faust Lounge
May 17 th , 18 th , and 21st:	New Student Advising Days (Head Peer Mentors must attend)
Thursday, August 18th:	Head Peer Mentors arrive
Tuesday, August 23rd:	Peer Mentor Training begins
Friday, August 26th:	Peer Mentor Training ends
Saturday, August 27 th :	New & Transfer student orientation begins!
Monday, August 29 th :	Advising day
Tuesday, August 30th:	Orientation ends and classes begin @ 8 a.m.

Peer Mentor Program 2011

Description:

A Peer Mentor (PM) is an undergraduate student who leads a group of approximately 15-20 new or transfer students throughout the first semester of their experience at LVC. The Peer Mentor relationship begins during the orientation weekend and ends at the conclusion of the fall semester. The primary mission of the Peer Mentor Program is to ease the transition of new students to Lebanon Valley College so that they may succeed personally, socially, and academically. Additionally, the program helps each new student connect with other peers, an upper-class mentor, and ultimately, the institution as a whole. Peer Mentors are compensated with meals during training, a t-shirt, a small stipend, and the satisfaction of serving the LVC community while engaging in extensive leadership training.

Objectives of the Peer Mentor Program:

- To acquaint each new and transfer student with Lebanon Valley College – its structure, services, and unique personality;
- To help new students connect with other peers and at least one upper-class student in a meaningful, positive way;
- To assist the student in personal assessment of his/her abilities and support their transition academically, socially, and personally;
- To promote attendance at out-of-class academic, social, and cultural events;
- To promote participation in meaningful campus activities.

Expectations of the Peer Mentor are:

- Attend all training sessions and events for PMs;
- Complete all of the program components with group and attend all New Student Orientation programs and events;
- Set positive examples for others in personal, academic, and social behavior;
- Become acquainted with all students in their group and other new students and establish positive relationships;
- Be aware of student's attitudes and be sensitive to individual as well as group needs;
- Encourage a sense of individual responsibility;
- Be knowledgeable about on and off-campus services for appropriate referral;
- Show interest and encourage others to participate in and attend various college events;
- Promote student interaction;
- Keep track of which students attend events and programs;
- To follow up with students to ensure their success and well adjustment to LVC;
- To maintain open lines of communication and support throughout the year with group.

Expectations of the Head Peer Mentor are:

- Meet all expectations of those of a regular Peer Mentor;
- Serve as a representative at the New Student Advising Days program in May;
- Assist in the preparation for and actual training of Peer Mentors;
- To be an additional contact for Peer Mentors to go to for support and guidance.

Program Components

Listed below are the program components that you are required to complete as part of the Peer Mentor program. These *may* change before your return to campus.

- ✓ **COMPONENT 1: New and Transfer Student Orientation Programs**
 - Attend Peer Mentor training in its entirety;
 - Assist new students with moving into their buildings;
 - Hold 2-3 meetings with group during orientation weekend (each with different topics, ice breakers, etc...);
 - Attend Opening Convocation;
 - Attend all meals with mentees during opening weekend;
 - Attend and participate in Playfair and/or other major orientation events.

- ✓ **COMPONENT 2: First-Year Workshop Series**
 - Facilitate five (5) different meetings (in addition to the three (3) held on the opening weekend focusing on first-year transition issues during the first ten (10) weeks of the semester with your mentee group. More specifics of workshop topics will follow.

- ✓ **COMPONENT 3: Student Activities Content**
 - Attend/participate in the Activities Fair (*Date TBA*) and encourage/bring mentee group;
 - Attend at least two Friday Night Comedian/Performer, Coffeehouse Series, or Saturday Outings within the first six (6) weeks of the semester. These must be documented and turned in by the end of the semester.

- ✓ **COMPONENT 4: Peer Mentor Reflections**
 - Attend scheduled meetings and socials for Peer Mentors throughout the fall semester;
 - Complete a program evaluation.

The successful PM will be one who:

- Facilitates group discussion and interaction among new students;
- Motivates individuals to participate in the program;
- Is knowledgeable of LVC's curriculum and available resources;
- Is one whom is respected by both faculty, staff, and peers;
- Maintains communication and contact with their mentee group;
- Has a positive and optimistic outlook.

Selection Criteria:

- Minimum 2.5 cumulative grade point average (as of January 17, 2011);
- Completed application and reference form;
- Personal interview (please treat this as if you were attending a professional interview);
- Must be in good disciplinary standing;
- Exhibit the ability to lead, learn, and work effectively with a diverse group of team members;
- Must be reliable, flexible, responsible, a good communicator, and willing to help others;
- Must be open to personal growth and reflection.

Peer Mentors will be expected to attend an introductory meeting on **April 27th at 5 p.m.** In addition, PMs will be required to return to campus by **Tuesday, August 23rd** for the start of training. Orientation for new students begins on **August 27th**.

****Please note: PM Training is REQUIRED of ALL PMs (even those returning)!****

Peer Mentor Program Application 2011

All applicants must fill out the application page, complete the questions, and have a reference.
Below, please check the box for the position you are applying for.

Returning Peer Mentor New Peer Mentor Head Peer Mentor

Name: _____

Campus Address: _____ Campus Phone: _____

Cell Phone: _____ LVC Email: _____

Home Address:

Street _____ City _____ State _____ Zip Code _____

CIRCLE ALL OF THE FOLLOWING THAT WILL APPLY TO YOU FOR THE FALL OF 2011:

SOPH JR SR On-campus Off-campus Commuter

Cumulative GPA: _____ (as of January 17, 2011)
(Minimum 2.5 GPA required)

Major(s): _____ Minor(s): _____

Were you a transfer student? YES NO

List activities in which you have been involved with while attending LVC (participation and offices held):

Anticipated activities/employment for the fall 2011 semester (be sure to include student teaching, sports, internship plans, student organizations, on and off-campus employment, etc...):

Name of person (and their department) completing reference form for you: (MUST be a LVC faculty, administrator, or staff member):

The information above is correct to the best of my knowledge. If selected, I will return to campus no later than Tuesday, **August 23, 2011** to participate in PM training. I have read and understand all of the material enclosed within this application packet and acknowledge that I will carry out the Peer Mentor responsibilities to the best of my ability.

Signature _____

Date _____

New Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/ double spaced) and attach to your application.

- 1) What do you hope to gain from this leadership position?
- 2) What is the greatest strength that you feel you could bring to the Peer Mentor program? What do you feel is your weakness that could be strengthened through being a Peer Mentor?
- 3) What do you see as three (3) major issues facing first-year students? How would you as a Peer Mentor help a student facing these issues?
- 4) Think back to your orientation experience...what part of the orientation program or the LVC community would you change for the betterment of a first-year student's transition?
- 5) What expectations would you have of your fellow Peer Mentors and in return, what could they expect from you?

Returning Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/ double spaced) and attach to your application.

- 1) As a returning Peer Mentor, what leadership qualities do you hope to build on in returning to this position?
- 2) Briefly describe your previous Peer Mentor experience; What did you learn about yourself? What was your favorite part of being a Peer Mentor?
- 3) What do you think that new Peer Mentors can learn from your guidance as a returning Peer Mentor?

Head Peer Mentor Applicants:

Please answer the following set of questions *in addition to the Returning Peer Mentor questions* on a separate sheet of paper (typed/ double spaced) and attach to your application.

- 1) What qualities do you possess that you feel help you stand out amongst other returning Peer Mentors? Why should you be selected for this position?
- 2) What do you feel you could have to offer as a Head Peer Mentor during Peer Mentor training?
- 3) Why do you want to be a Head Peer Mentor?

Peer Mentor Letter of Recommendation

(Completed by an administrator, faculty, or staff member at LVC)

Name of Candidate _____

Name of Reference: _____

Position at LVC: _____

Phone: _____ Email: _____

Relationship to Candidate: _____

Amount of time that you've known Candidate: _____

The person noted above has listed you as a reference for their candidacy to be a Peer Mentor at Lebanon Valley College. Peer Mentors play an integral role in helping our first-year student's transition to college. Please comment on the person's strengths, weaknesses, leadership qualities, and his/her ability to lead a group. Please use an additional sheet of paper if necessary.

Thank you in advance for your assistance!

Please return to:
Brooke Donovan
Mund College Center
Lebanon Valley College
Annville, PA 17003

Recommendations must be received by **Monday, March 21, 2011.**

Have you done the following?

- ✓ Read over the important dates, description, objectives, and expectations of the Peer Mentor role for which you are applying for?
- ✓ Reviewed the program components?
- ✓ Checked the date of PM training and considered it with regard to your schedule?
- ✓ Completed the Program Application form completely?
- ✓ Answered the appropriate set of questions?
- ✓ Followed up to ensure your letter of recommendation was turned in by your reference?
- ✓ Scheduled an interview, if necessary?
- ✓ Turned in all completed materials by 4 p.m. on Friday, March 18th?