

**Saint Mary's College
High Potential Program
2012-2013 Peer Mentor**

THE HIGH POTENTIAL PROGRAM:

The High Potential (HP) Program includes a Summer Bridge Program that provides access, admission and academic support to promising students from traditionally under-represented groups. The program includes a two-week Summer Bridge component in July/August and a .25 credit skill development lab occurring in both the fall and spring semesters.

HP Peer Mentor:

A Peer Mentor is an upper division student who forms supportive coaching relationships with the incoming HP students as they transition into their first year of college. Peer Mentors provide leadership, guidance, and support (personal and academic) to first year students. Peer Mentors play a key role in facilitating the development of the skills and learning strategies that enhance students' academic and personal success by working alongside HP Program staff and faculty to determine appropriate levels of intervention. Peer Mentors are also expected to role model the culture and values of Saint Mary's College and serve as official representatives.

JOB DUTIES AND RESPONSIBILITIES: Summer Bridge Peer Mentors

- Create an environment of mutual respect for others, including respect for individual values and beliefs, a sense of belonging and unity, and a common desire to undertake tasks and activities together.
 - Be on campus by July 22, 2012 and ready to work for the HP Summer Bridge Program (July 27 – August 10, 2012).
 - Be regularly available, approachable, and accessible to the program participants.
 - Challenge and support participants as they transition from high school to college.
 - Work with Program core staff, faculty, and other peer mentors to develop learning plans, which enhance the success of participants.
 - Be alert to the needs of program participants and make appropriate referrals of students who need assistance with personal, health, academic, career or other educational concerns.
 - Address any concerns with mentees and subsequently with the program staff and faculty as appropriate.
 - Help students become familiar with institutional resources and advise and refer participants to appropriate institutional resources.
 - Assist participants in developing study groups for their Summer Bridge courses.
 - Meet daily with High Potential Program staff and faculty during Summer Bridge.
 - Participate in Peer Mentor development, support, assessment, and community building activities.
 - Participate in ALL peer mentor-training sessions: EDUC 085 course, weekend retreat in April.
 - **MUST enroll in Spring 2012 EDUC 085 Exploring Leadership**
 - a) This class will serve as the training program for Peer Mentors and must be successfully completed in order to remain a Peer Mentor.
 - b) Learn about foundations of leadership theory and student development theory.
- Must have a 2.50 GPA upon the completion of Jan term 2012 and maintain a 2.50 GPA to keep position.

BENEFITS: The High Potential Program agrees to provide Peer Mentors:

- The skills necessary to maximize their success in this position through:
 - c) Formal, relevant, and meaningful training in development of mentoring relationships, understanding learning related issues, tutoring, developing learning strategies, effective communication, conflict resolution, peer leadership, and teamwork.
 - d) Supervision and mentoring from professional staff committed to their success as Peer Mentors and student leaders.
- Peer Mentors will be paid according to their SMC hourly pay.
- Room and meals provided during Summer Bridge.
- Opportunity to continue as a Peer Mentor in the 2012 – 2013 academic year.
- Opportunity to represent the High Potential Program at campus wide events (Preview Days, President's Open House, Orientations, etc)
- The skills necessary to maximize their success in this position through:
 - e) Formal, relevant, and meaningful training in development of mentoring relationships, understanding learning related issues, tutoring, developing learning strategies, effective communication, conflict resolution, peer leadership, and teamwork.
 - f) Supervision and mentoring from professional staff committed to their success as Peer Mentors and student leaders.

TRAINING DATES FOR PEER MENTORS:

- Peer mentors are expected to be on campus by July 22, 2012
- Peer mentors are expected to attend a weekend retreat of March 30 – March 31, 2012
- Enroll in Spring 2012 EDUC 085 Exploring Leadership .25 class

PEER MENTOR SELECTION TIMELINE:

- Complete Applications due: February 13
- Interviews: February 16 – 23, 2012 (Between 4-6pm)
- Applicants notified of their acceptance/rejection for the position: March 1, 2012

2012-2013 Academic Year Peer Mentor Position

HP Peer Mentors during the 2012 – 2013 academic year will provide on-going support to HP students enrolled in the HP FYAC. In this role you will be expected to:

1. Provide support to HP students as identified by the HP staff
2. Provide support to the HP FYAC faculty, including attendance at some of the FYAC classes.
3. Be present at HP FYAC events as needed.

Additionally, Peer Mentors will:

4. Plan and execute HP social events for all HP students.
5. Conduct monthly workshops to ALL first-generation college students (including non-HP students)
6. Be present at Admissions Office events, such as, Preview Day, President's Day, Gael for a day, etc.
7. Other duties as assigned by the HP Director.

PEER MENTOR APPLICATION

Please fill out the information below and attach the necessary documents.

RETURN YOUR APPLICATION TO THE APPLICANT TO SUBMIT BY FEBRUARY 13, 2012

Name:
Student ID Number:
Address:
Email:
Phone:
Year (please circle one): FR SO JR SR
Major/Minor:
Have you participated in HP before? Y/N Do you receive Federal Work Study? Y/N
Have you been an HP Peer Mentor before? Y/N Have you been an academic tutor before? Y/N
Application Attachments
Your application is not complete if any of the following information is missing:
<ul style="list-style-type: none">• Please type a letter outlining your interest in this position. Specifically, please be sure your letter explains (1) how your skills and experiences will help the program and (2) how your participation in this program will help you grow and develop as a student.• Your interest letter should be thorough and no longer than one page in length. <p><u>Note: A 2.5 GPA minimum is required for this program (by the end of the Jan Term 2012)</u></p> <ul style="list-style-type: none">• Please use the included recommendation form to obtain two recommendations that can attest to your capacity to serve effectively as a Peer Mentor for the High Potential Program.

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Indicate your interest as a Peer Mentor for Summer Bridge and/or the Academic Year below:

Summer Bridge 2012-2013 Academic Year Both

Please List Your Recommenders :

8. _____ Position: _____

9. _____ Position: _____

You must turn in your entire application packet to the High Potential Program office (In Academic Advising Center) by Monday, February 13, 2012. Your recommendation forms should be included with your packet.

Saint Mary's College of California- High Potential Program
2012 - 2013 PEER MENTOR RECOMMENDATION FORM

Applicant Name: _____

Under the terms of the Family Educational Rights and Privacy Act of 1974, applicants have the right to review completed evaluations unless you waive your right to do so. Please indicate below whether you wish to waive or retain this right.

I wish to waive my right to view this reference: _____
Applicant's Signature

OR

I wish to retain my right to view this reference: _____
Applicant's Signature

Name of Recommender: _____

The student above has applied to be a Peer Mentor for the 2012 High Potential Summer Bridge Program. The selection committee greatly appreciates your honest evaluation of this applicant. Thank you for assisting us in assessing the candidate's qualifications for the Peer Mentor program. You may write a letter in lieu of completing this form. You may place this recommendation in a sealed envelope prior to returning it to applicant.

Listed below are the skills and characteristics considered essential in a Peer Mentor. Please take a moment to reflect on the candidate and your understanding of the candidate's strengths and weaknesses with regard to these skills and characteristics.

Peer mentors should demonstrate a capacity for:

- Mentoring and supporting low-income and first-generation college students throughout their first year of college.
- Listening to, encouraging and supporting new students as they transition into college.
- Leadership through modeling of successful learning skills (e.g. responsible, disciplined, respectful, open-minded)
- Working collaboratively with professional staff and faculty to develop meaningful educational programs that help students achieve their academic, personal, social, and professional goals.
- Open and honest communication with program participants about progress, strengths, weaknesses, and concerns.
- On-going professional communication with program staff in order to receive constructive feedback regarding mentoring activities and program functioning.

1. How long and under what circumstances have you known the candidate?

2. Please share any other information you believe would be helpful to us in assessing this candidate's potential for an opportunity as a Peer Mentor.

3. Please share any reservations you have regarding this applicant. Include if they are areas of needed growth and development.

Place an X in the response that best answers each item. "Applicant is _____"	Strongly Disagree	Disagree	Agree	Strongly Agree
Reliable				
Dependable				
Mature				
Open to feedback				
Concerned about issues of social justice				
Dedicated to her/his education				
Friendly				
Able to work alone				
Able to work in groups				
Respectful				
Disciplined				
Knowledgeable about issues that impact first-generation college students				
Compassionate				
Able to communicate effectively				
Able to help promote an inclusive community				
Creative				
Able to work through conflict				
Able to work under pressure				
Able to meet a deadline				
Able to maintain boundaries				
Able to work with diverse groups of people				

Overall Recommendation:

Please indicate the phrase that best describes your recommendation for this candidate for a position as a High Potential Peer Mentor.

____ Strongly Recommend

____ Recommend

____ Recommend with reservations (Please explain)

____ Do not recommend (Please explain)

Recommender's

Name _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____ Office: _____

Saint Mary's College of California- High Potential Program
2012 - 2013 PEER MENTOR RECOMMENDATION FORM

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____ Strongly Recommend

____ Recommend

____ Recommend with reservations (Please explain)

____ Do not recommend (Please explain)

Recommender's

Name _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____ Office: _____