

# 2012 New Peer Mentor Application

*Serving Orientation & Registration, the 1839 Experience, New Lancer Days, and Longwood Seminar*

**Sponsored by**  
**The Office of First Year Experience and**  
**The Office of the Vice President for Academic Affairs/Longwood Seminar**

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## **Creating a Dynamic First Year Experience**

Longwood's new student programs are designed to introduce students to the university's living and learning community. During the summer Orientation & Registration programs and the 1839 Experience, new students will learn about their academic requirements and register for classes and begin to develop friendships with new and upper-class students. During New Lancer Days and Longwood Seminar, students will learn about the wealth of co-curricular programs and support services available; begin to develop strategies and approaches for managing time, studying, and decision making; and be introduced to the spirit of inquiry in our intellectual community.

## **Peer Mentor**

Peer Mentors work to create a comfortable and safe environment in which entering students can individually and collectively "find their feet" in the Longwood community and provide new students with the tools and knowledge they need to start their college career. Summer Orientation Peer Mentors begin their tenure with new students and their families during Summer Orientation and Registration programs. Peer Mentors then offer an extended Orientation experience through the 1839 Experience, a blackboard based correspondence program for ten weeks prior to the arrival of new students. During New Lancer Days, all Peer Mentors work directly with the group of students assigned to the Longwood Seminar course they will be mentoring throughout the fall semester. During New Lancer Days and throughout LSEM, all Peer Mentors will work with new students to develop strategies for managing the challenges and rigor of college and develop a sense of citizenship in our community.

## **Two Teams**

To allow for flexibility, applicants are asked to choose which Peer Mentor team they would like to work with. The Summer Team will work all summer Orientation and Registration programs, 1839 Experience, August Orientation, New Lancer Days and Longwood Seminar. 24-26 Peer Mentors will be chosen for this team.

For those applicants who cannot make the commitment to work over the summer, the Fall Team is an option. This team will work the 1839 Experience (from home), New Lancer Days and Longwood Seminar. Approximately 30 Peer Mentors will be chosen for this team.

All Peer Mentors will work New Lancer Days and Longwood Seminar, making a combined team of 50-55 in August.

## **Summer Team**

The Summer Team will be comprised of 24-26 Peer Mentors who will work Summer Orientation and Registration Sessions (May/June), the 1839 Experience, late July Orientation & Registration, August Orientation, New Lancer Days, and Longwood Seminar. This team will attend one training date in March, an hour long session in April, and training sessions in May just prior to the first Orientation Session. This team will live together in campus housing and will be provided with a meal plan. During the Summer, this team will have assigned days off between orientation sessions but will also serve office hours in the Office of First Year Experience to learn more about session preparation and planning. The Summer Team will then join the Fall Team in August for training and to work New Lancer Days and Longwood Seminar. Additionally, team members will be asked to attend periodic staff meetings during the duration of Longwood Seminar.

## **Fall Team**

The Fall Team will be comprised of approximately 30 Peer Mentors chosen solely for this team and will be joined by the Summer Team in August (50-56 Peer Mentors total). This team will work the 1839 Experience, New Lancer Days and Longwood Seminar. Fall Peer Mentors will be responsible for attending one training date in March, one hour

long training in April and training just before New Lancer Days. Additionally, team members will be asked to attend periodic staff meetings during the duration of Longwood Seminar. This team will work closely with both the Director and Assistant Director of First Year Experience and the Director of Longwood Seminar.

### **Responsibilities for Peer Mentor**

- Attend and participate in all scheduled training/planning sessions in spring, summer, and August 2012.
- Share your Longwood experiences with new students and parents and help them understand the importance of academics and the value of co-curricular experience.
- Facilitate small groups of students and/or parents and help them navigate the campus.
- Maintain consistent and timely correspondence during the 1839 Experience.
- Assist with the design/selection and facilitation/implementation of topical programs (*e.g. using myLongwood, time management, alcohol, relationships, transition, etc.*) for New Lancer Days.
- Take your group to ALL programs during any Orientation & Registration program AND New Lancer Days.
- Collaborate with other Peer Mentors, RAs, faculty and staff as we work together to enhance the new student experience.
- Assist LSEM instructor in the design and implementation of the course.
- Inform LSEM instructor about developments and activities of the LSEM group.
- Attend all LSEM class meetings AND Peer Mentor meetings during the fall semester.
- Foster a sense of community and trust in the classroom by modeling appropriate risk-taking and self-disclosure.
- Assist in developing an inclusive classroom environment that is open to all points of view.
- Help students become familiar with University resources (*e.g. Residential and Commuter Life, Health & Wellness Center, Learning Center, Counseling, etc.*) and make appropriate referrals when necessary.
- Serve as a role model exhibiting enthusiasm, motivation, and involvement.
- Exercise good judgment in representing the university and uphold institutional standards, including the Honor Code.
- Refrain from consuming alcohol or hosting guests on campus during Peer Mentor training, ALL Orientation & Registration programs, AND New Lancer Days.

### **Qualifications**

In order to apply for a Peer Mentor position, you must:

- be a full-time Longwood student.
- have completed one full semester at Longwood (thus current first year students are eligible).
- have a 2.5 cumulative grade point average or higher.
- be in good standing with Longwood (have no active judicial/honor sanctions).
- have/be willing to learn general knowledge about Longwood.
- be involved in Longwood's academic and co-curricular programs.

*PLEASE NOTE: Students who will be serving as Resident Assistants and Resident Technology Associate's (RTA's) **ARE NOT ELIGIBLE** to serve as Peer Mentors as the time commitments required for New Lancer Days conflicts with training and opening responsibilities.*

*Also, students registering for Summer Session I (May 21-June 14) **ARE NOT ELIGIBLE** for the Summer Team as class times directly conflict with training and Orientation and Registration programs (online classes are permissible). However, you are still eligible to apply for the Fall Team.*

## **Compensation**

- Develop invaluable leadership skills working with small and large groups and a variety of individuals (students, parents, faculty, and staff).
- Develop a professional relationship with a faculty and/or staff instructor.
- Receive meals and housing free during training and summer Orientation & Registration programs (Summer Team only). Meals will be provided for those working New Lancer Days who do not have a 14+ meal plan or greater.
- Receive a stipend for your work. (In intervals over course of summer programs, New Lancer Days, and Longwood Seminar.)

## **Summer Team Monetary Compensation**

Each Peer Mentor will work one Transfer Orientation & Registration program, six First Year Orientation & Registration Programs, the 1839 Experience, July Orientation & Registration, August Orientation, New Lancer Days and Longwood Seminar.

- \$525 for Summer Orientation and Registration programs (plus housing and meals)
- \$75 for July Orientation & Registration
- Bonus for completion of 1839
- \$70/day for each day of New Lancer Days (roughly 12 hour days)
- \$200 stipend at the completion of Longwood Seminar

## **Fall Team Monetary Compensation**

Each Peer Mentor will work the 1839 Experience, New Lancer Days and Longwood Seminar.

- Bonus for completion of 1839
- \$70/day for each day of New Lancer Days (roughly 12 hour days)
- \$200 stipend at the completion of Longwood Seminar

## **Dates of Commitment for 2012**

- Spring Training: Saturday, March 3, 2012 (Location: TBD)
  - ✓ 10 a.m. until 4 p.m. ALL PEER MENTORS
- 1839 Training: This will occur one evening in mid-April. You will attend one of three sessions offered.
  - ✓ Dates will be announced in late March
- SUMMER TEAM TRAINING: May 20<sup>th</sup> – May 29<sup>th</sup> (*housing & meals provided*).
  - ✓ *Plans will be made regarding leave for Memorial Day weekend.*
- SUMMER TEAM: Orientation & Registration Programs
  - ✓ May 30<sup>th</sup>, June 1<sup>st</sup>, June 2<sup>nd</sup>, June 4<sup>th</sup>, June 6<sup>th</sup>, June 8<sup>th</sup>, June 9<sup>th</sup>
- ALL PEER MENTORS: the 1839 Experience
  - ✓ One hour per week commitment from June 11<sup>th</sup> until August 13<sup>th</sup> – online based from home
- SUMMER TEAM: Late Summer Orientation & Registration
  - ✓ Friday, August 3<sup>rd</sup> *Only 12 Summer PMs return for this program.*
- ALL PEER MENTORS: Fall Team Training:
  - ✓ Sunday-Wednesday, August 12<sup>th</sup> - 15<sup>th</sup> (*move back on Sunday, 8/12*)
- ALL PEER MENTORS: New Lancer Days
  - ✓ August 16<sup>th</sup> – 19<sup>th</sup>
- Fall 2012 – attend all LSEM sessions for the duration of the class (August – November)
- Fall 2012 - attend weekly Peer Mentor meetings throughout the duration of the class.

### Selection Process

- Applications available on **November 28, 2011** at [www.longwood.edu/newstudent](http://www.longwood.edu/newstudent)
  - ✓ (Applications can be emailed over Winter Break to [firstyear@longwood.edu](mailto:firstyear@longwood.edu) but should otherwise be delivered in person).
- Final applications are due to the Office of First Year Experience in Lankford 216 by **5pm on Wednesday, January 25, 2012.**
- Invitations to move on to the second round of interviewing will be extended via email no later than Friday, February 3, 2012.
- Interview Day from 9am-Noon (12:30 for returners) on **Saturday, February 11, 2012.**
- Applicants will be notified of selection via email on or before **Friday, February 24, 2012.**

### Please Note:

The applicant is responsible for meeting all deadlines and reserving all potential training and interview dates. It is imperative you contact the Office of First Year Experience immediately if you are unable to make a commitment related to the selection process. Academic obligations and emergency circumstances are the only allowable excuses for missing Interview Day on Saturday, February 11<sup>th</sup>.



**PLEASE CHECK ONLY ONE** (*application will be invalid if one is not chosen*):

**I am applying for:**

**SUMMER TEAM** (*ALL Summer Orientation Programs, the 1839 Experience, August Orientation, New Lancer Days, Longwood Seminar*)

**FALL TEAM** (*1839 Experience, New Lancer Days and Longwood Seminar*)

*Please Note: If you mark "Orientation Team" and are not selected, you may still be offered a position on the Fall Team.*

**2012 New Peer Mentor Application  
Office of First Year Experience/Longwood Seminar**

<b>Name (first, middle, last)</b>	
<b>Longwood ID #</b>	
<b>Residence Hall and Room or Local Address</b>	
<b>Campus Mailbox #</b>	
<b>Cell Phone #</b>	
<b>E-mail Address</b>	
<b>Permanent Address (street, city, state, zip code)</b>	
<b>T-Shirt Size</b>	
<b>Cumulative GPA (min. of 2.5 required)</b>	
<b>Circle: Current Class Year</b>	<i>Freshman</i> <i>Sophomore</i> <i>Junior</i> <i>Senior</i>
<b>Major (minor if applicable)</b>	

**PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER. YOUR RESPONSES SHOULD NOT EXCEED FOUR TOTAL PAGES (inclusive of resume).**

- 1) You are approached on Brock Commons by a prospective student and his family who are making their final tour of colleges. They stop and ask you about the available resources to aid in the transition to college. How would you go about answering this question while calming the fears of both the student and his family?
- 2) What are challenges new students face, academically and socially, in their transition to college and, specifically, Longwood? What role do Peer Mentors play in aiding students who are struggling.
- 3) What personal characteristic do you consider to be your weakness? Why do you perceive this to be a weakness and how will you utilize the skills gained as a Peer Mentor to make this a more positive attribute?
- 4) Please include a resume detailing your education, employment, campus activities, and/or community service involvements. Indicate leadership positions where applicable.

\*Extra Credit: If you could play a game of "Words with Friends" with anyone, alive or deceased, who would it be and why?

**PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW**

I have read and understand the qualifications, time commitments, remunerations, and job expectations for the 2012 Peer Mentor position. I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. I understand that falsification of information on this application may result in my dismissal from the Peer Mentor selection process and Honor Board charges. I authorize the Office of First Year Experience and Director of Longwood Seminar to verify my grade point average and my disciplinary record.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# References

Please provide three references that can attest to your character, responsibility and leadership abilities. Ideally, these references should be able to provide information about you on personal, professional, and/or academic qualifications. **Recommendations letters from these individuals are not needed!**

## Personal Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Professional Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Academic Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please note: Immediate family members and current staff of the Office of First Year Experience and Director of Longwood Seminar are not suitable references.**