

SKIDMORE

C O L L E G E

PEER MENTORS' HANDBOOK
2020 - 21



CALENDAR

August 24 – 26, 2020	FYE in London Student Orientation
*August 30, 2020	Peer Mentors Return to Campus by 4:00 p.m.
*August 30 – September 4, 2020	Peer Mentor Training
*September 3 , 2020	Pre-Orientation Opening
*September 6, 2020	New Student Orientation Opening Day
*September 7, 2020	New Student Orientation – Settling In
*September 8, 2020	New Student Orientation – Preparing for Class
September 9, 2020	Classes Begin
September 9, 2020	First Day that Students can claim hours through TimesheetX
Early/Mid-September	The President’s Receptions at Scribner House (TBA)
September 18, 2020	Peer Mentor TimesheetX Due (at Midnight)
September 18, 2020	Rosh Hashanah (Classes will be held)
September 28, 2020	Yom Kippur (Classes will be Held)
October 2, 2020	Peer Mentor TimesheetX Due (at Midnight)
October 16, 2020	Peer Mentor TimesheetX Due (at Midnight)
October 16-18, 2020	Celebration Weekend
October 26 – 30, 2020	Advising Period
October 30, 2020	Peer Mentor TimesheetX Due (at Midnight)
November 3, 2020	Registration for Spring 2020 begins
November 13, 2020	Peer Mentor TimesheetX Due (at Midnight)
November 25 – 29, 2020	Thanksgiving Vacation
November 24, 2020	Peer Mentor TimesheetX Due (at Midnight)
December 11, 2020	Last Day of Classes
December 11, 2020	Peer Mentor TimesheetX Due (at Midnight)
December 12-14, 2020	Study Days
December 15-19, 2020	Final Exams
December 19, 2020	Semester Ends

*Mandatory for all Peer Mentors

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WELCOME

Thank you for agreeing to serve as a Peer Mentor for this year's incoming class. You will be an essential resource for the first year students as they negotiate their transition to college, and in doing so you will also support your faculty member in significant ways. We hope, too, that you will learn a lot—about yourself and about leadership—in the process.

This Handbook provides important information about expectations and policies; please retain it for reference. And of course we are always happy to help you in person if you have any questions or concerns. Feel free to call or stop by at any time. We look forward to working with you, and to another successful year in the FYE.

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OVERVIEW OF THE PROGRAM

The Peer Mentor program provides training to upper-level students so they can assist first-years in making the transition to college life. In exchange for their service, peer mentors receive both financial compensation and academic credit.

Peer Mentors function in the context of the Scribner Seminar, which is a four-credit interdisciplinary course required of all first year students. Specifically, the Peer Mentor is an active participant in the seminar, helps the faculty member plan and execute fourth-credit-hour programming, and provides additional support to students both inside and outside the classroom.

The ideal peer mentor is committed to academic excellence, readily available and accessible to first-year students, and knowledgeable about the wide array of resources at the college. Since peer mentors serve as role models for first year students, they are expected to maintain excellent social and academic integrity records (and will not be accepted into the program without passing an integrity check). They are also expected to support the seminar instructor and to represent the College and the Office of the FYE in a positive and helpful way.

Peer mentors may be sophomores, juniors, or seniors.

Peer mentors are required to

- Enroll in and attend all class meetings of a Scribner Seminar (coded as ID202);
- Enroll in and attend ID201 ("Peer Mentoring Workshop");
- Attend a 5-day pre-orientation training session in late August;
- Accompany the seminar students in all orientation activities;
- Support the seminar instructor in executing fourth hour programming.

Peer mentors are also expected to

- Serve as academic and social role models for first-year students;
- Help new students integrate into the Skidmore community;
- Address strategies (time/stress management, study skills, etc.) to foster academic success;
- Identify and facilitate use of such resources as the Writing Center; peer tutoring; Office of Academic Advising; clubs and organizations; Career Services; the Counseling Center; Health Services; Student Academic Services;
- Bridge the space between the classroom and the residence hall;
- Serve as a general resource for the students in the seminar.

Peer Mentors are NOT expected to

- Act as teaching assistants. They do not grade, teach, or do clerical work.

RESPONSIBILITIES AND COMPENSATION

The following are required of a Peer Mentor:

- **Early return to campus (Sunday, August 30, 2020) for mandatory training.** [Due to this training, you may not participate in Pre-Orientation programs.]
- **Participation in FYE Orientation programs.**
- **Enrollment in the 1-credit Peer Mentoring Workshop (ID201),** with all of the attending requirements. The workshop will meet on Fridays from 2:30 to 3:30 p.m.
- **Enrollment in the Scribner Seminar (coded as ID202) for 2 credits,** with all of the attending requirements.

Peer mentors will be compensated in the following ways:

- **\$11.80 per hour for a maximum of 3 hours per week in the fall.**
- **\$250 stipend for participating in all required New Student Orientation activities.**
This is taxable income. Peer mentors who fail to attend all of the New Student Orientation activities as required will forfeit this stipend and will jeopardize their positions as peer mentors.
- **\$11.80 per hour for a maximum of ten hours total in the spring**
- **One credit and a grade** for ID201 (Peer Mentor Workshop).
- **2 credits and a grade for the Scribner Seminar.** Basic expectations associated with the role include attending *all* classes, completing *all* reading assignments and in-class assignments, participating in class discussions (when appropriate), mentoring students, supporting students as they make the academic and social transition to college, meeting with students outside of class, cultivating a robust living-learning community, helping the instructor with fourth-credit hour programming, and so on. The final grade will reflect the quality of the mentoring provided inside and outside of class.

EXPECTATIONS—BEYOND THE BASIC

As a social and academic role model and a representative of the Office of the FYE, a Peer Mentor is held to a high standard of accountability during the time of service. This means maintaining an excellent integrity record, of course, but it also means sustaining a positive and helpful attitude. The following lists may help you to think through some of the pleasures and challenges of the position.

DOs and DONTs

Do

- Offer genuine friendship to the students in your seminar. In the beginning they may feel isolated, and they will appreciate offers to share a meal or simply hang out together.
- Speak positively about your own experiences at Skidmore. Share what has worked well for you.
- Listen carefully and try to respond as fully as possible to any problems presented.
- Strive to maintain a positive working relationship with your faculty member. This means fulfilling his/her particular expectations as well as honoring the boundaries that s/he sets. It's a good idea to develop a written contract at the beginning of the term to which you can both refer later on; a sample contract is available on the FYE website.
- Maintain strict confidentiality. Do not discuss your mentees with anyone except your faculty member or the FYE Director.
- Use your training in informal as well as formal ways. Your faculty member may or may not allow you to deliver presentations or facilitate discussions in the fourth hour, but your training—about college resources, substance issues, time management, etc.--is always at your fingertips and should be considered part of your mentoring toolkit.
- Contact the FYE Director if anything arises that you feel you can't handle, or if you have any questions or concerns.

Don't

- Discuss the seminar instructor with first-year students in a way that disparages him/her or compromises his/her authority. Remember that you are supporting the faculty member as well as the students.
- Disparage offices, departments, or individuals at the College. Even if you had a bad experience with a person or group, it does not mean that others will.
- Attempt to counsel students who appear to have substantial anxiety, stress, or other mental health issues. Refer them to the appropriate professionals. The same goes for students with serious academic or personal problems.
- Develop inappropriate relationships with mentees. Since you are in a professional situation, avoid developing strong friendships with particular mentees and refrain from dating them. This prevents the appearance of favoritism.
- Advise students on who the "bad" or "good" professors are. Your perceptions may not be shared, and you will rob first-year students of the experience of discovering for themselves which pedagogies and teachers they like best. If a student pushes you for an

opinion, tell him/her that your position precludes prejudicial comments. (It may be difficult to hold the line, but in doing so you will model genuine leadership.)

- Assume that fourth-credit-hour programming "belongs" to you. The faculty member makes the decisions on how best to utilize the peer mentor, and it is your job to work within those rules.

POLICIES AND PROCEDURES

Funding:

Each seminar has a budget attached to it and your faculty member may allot some of that money to you for co-curricular programming. (Your expenses might include refreshments, movie or performance tickets, etc.) If so, you may contact the FYE Office for a cash advance or bring receipts to the Office for reimbursement. Your faculty member will need to notify us beforehand concerning how much money you may spend.

Important:

- If you receive a cash advance, receipts and/or change must be returned to the FYE Office no later than one week after the event. Otherwise the advance will be treated as income.
- Tax paid for any item will not be refunded. You must use the college's tax-exempt card/form when you make your purchases; otherwise, you will be reimbursed for the item(s) but not the tax.
- The college will not reimburse you without an itemized receipt. If you purchase food or beverages, for instance, we must have a complete itemized account, not just a final total.

Transportation:

While you are welcome to lead your seminar students in off-campus events or activities, please be aware that you may NOT drive them in your own car. In order to drive other students, a peer mentor must be 21 years of age and must drive a Skidmore vehicle. You would also need to fill out appropriate paperwork to become a Skidmore-authorized driver. If you qualify, arrangements can be made through the FYE Office.

For local excursions, consider the CDTA bus (free with a Skidmore ID). Bus routes are available at: http://www.cdta.org/pfs/riding/routes/Route_473.pdf

Working with Residence Life:

First-time Peer Mentors may not work simultaneously as first-time Residence Life assistants. If, however, you have previously served in one of these capacities and wish to add the other to your

profile as well, you may speak with the FYE Director about doing both. Decisions will be made on a case-by-case basis.

Termination of Duties:

Social or academic integrity offenses on the part of a peer mentor are taken seriously; a single serious offense or a series of minor offenses will be cause for termination.

SOME THINGS TO KEEP IN MIND

Accessibility

First year students will have plenty of questions as the semester progresses, and they will want/need the encouragement and friendship that a peer mentor provides. Please make yourself easily accessible to your students. We encourage you to hold regular meetings or gatherings at a convenient location on campus; you should also share your email address and telephone number.

Serving as a Role Model

As a peer mentor, you will be in a newly visible role; younger students—sometimes even those who are NOT in your seminar—may be watching you closely and taking cues from you. Hence you need to think of role modelling as a 24-hour activity! Your mentees may encounter you in a variety of venues, including in the residence halls, at parties, and in clubs or other co-curricular organizations. How you comport yourself inside and *outside* of class will be important to gaining credibility and trust.

Confidentiality

Peer mentors should NEVER be overheard discussing first-year students or faculty members in a public space; moreover, nothing that a mentee or faculty member shares with you should be repeated to anyone else, including other peer mentors. Violation of any individual's confidentiality may be cause for dismissal of the peer mentor.

Integrity

Peer mentors must maintain an excellent integrity record during their time of service. An integrity violation during the time of service is cause for termination; the decision will be made by the Director. In the event of termination, the student will be removed from ID201 and ID202 and will forfeit the credits, resulting in grades of W or F on his/her transcript.