2021 PEER MENTOR CONTRACT

TERM OF APPOINTMENT: Spring and Fall of 2021

HOURS: The number of hours you work each week will vary depending on what is occurring in First-Year Programs (FYP). Refer to the required events listed on this contract for more context.

COMPENSATION: $10/hour

JOB REQUIREMENTS, CONTRACT, AND EXPECTATIONS:

Job Requirements/Qualifications:
- Positive attitude and sincere desire to help students and improve FYP programming
- Excellent and timely oral and written communication skills, including attention to detail and accuracy, effective email communication, phone, and group presentation skills
- Organized and possess the ability to balance multiple tasks
- Professional demeanor for a leadership position with significant student contact
- Ability to work independently as well as with seminar instructor, other PMs, FYP Staff, and community
- Mature, responsible decision-making, especially concerning behavior at on-campus events
- Flexibility in scheduling work hours

Responsibilities and Tasks:
- Co-lead an FYP seminar such as FYS 101 or TRNS 201
- Uphold commitments as a Peer Mentor, be on time and present at all FYP Peer Mentor events, programs, and meetings
- Regularly check Canvas, GroupMe, and email for FYP related communication
- Communicate with your assigned PMC and coordinate for required 1:1’s
- Participate in training sessions to learn about best practices that support new Vols
- Submit work hours accurately and on time via the internal payment process and IRIS system
- Notify your PMC as soon as possible if there is a change in your work hours as this affects your payment
- Other responsibilities will be assigned with plenty of notice
  - Note: FYP reserves the right to make edits to this contract. Changes will be communicated to peer mentors well in advance.
ATTENDANCE AND ACCOUNTABILITY:

Attendance Policy:
Part of the responsibility of being a Peer Mentor is being present at events and class meetings. However, we realize that peer mentors have other commitments, and unexpected conflicts may arise. For this reason, peer mentors are permitted three excused absences throughout their term.
- Two of these absences can be applied to the FYS 401 course, meetings with PMC’s, and other such events.
- Only one absence may be applied to the FYS 101 or TRNS 201 course you are assisting with.

To obtain an excused absence for everything except missing your FYS 101 or TRNS 201 course, you must first notify the First Year Programs staff using this google form link within one week of the planned event: Link to Absence Request Form.

After submitting your request, we will follow up with you within 48 hours of the scheduled event with instructions on making up for what you missed. All decisions regarding excused and unexcused absences will be made at the discretion of the FYP staff. If there is an emergency, you do not need to submit the absence request form. Please notify us instead. This form is for planned absences. We will handle any other absences on a case-by-case basis.

Absences from your FYS 101 or TRNS 201 course should be handled with your instructor. You should notify your PMC if you plan to be absent from your course and we will keep track. This does count as one of your three excused absences.

Three unexcused absences without prior notification or approval will result in disciplinary action, listed in this contract under “Accountability.”

Accountability:
Failure to abide by the responsibilities and expectations listed in this contract could result in several potential consequences depending on the severity of the offense. After a contract violation, the FYP staff will meet to discuss the offense. Measures we may follow after a contract violation may include:
- A warning from the PMC
- A formal written notice from designated FYP staff
- A meeting with designated FYP staff and your PMC

Follow-up from the contract violation may include:
- A written apology to your instructor or PMC
- A probationary period where we will review your progress with weekly meetings and check-ins
- A mutually agreed-upon solution between PM and FYP team
- Removal from future peer mentor application processes
■ Expulsion from the program for failure to change behaviors and comply with expectations

REQUIRED EVENTS:

PAID: **First-Year Seminars Conference (5-hour commitment) – Spring 2021**
- FYS 101, FYS 129, Volunteer Bridge, and TRNS 201 Instructors and peer mentors attend a training conference in late spring. It is a required training component and is virtually held.

PAID: **Large Group Training Sessions (Varied time commitment) – Summer 2021**
- Attendees will further explore best practices that surround supporting the first-year experience.

PAID: **Welcome Week (11-hour commitment) – Summer 2021**

<table>
<thead>
<tr>
<th>Title of Event or Training</th>
<th>Date</th>
<th>Time</th>
<th>Additional Details:</th>
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<tbody>
<tr>
<td>Zoom Training</td>
<td>July 28, 29, 30</td>
<td>TBD</td>
<td>PMs will choose one that best works with their schedule. This training was initially for welcome week. Now, we will cover the necessary information for FYS 101. More details to come.</td>
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<tr>
<td>Welcome Week Training (in person)</td>
<td>August 13</td>
<td>9:00 am - 12:00 pm (3 hours)</td>
<td>You will learn everything you need to know to assist in the welcome week signature events at this training.</td>
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<tr>
<td>New Vol Dinner / Playfair (in person)</td>
<td>August 15</td>
<td>6:30 - 9:30 pm (3 hours)</td>
<td>PMs will receive a free meal at the New Vol Dinner and will be able to connect with new students throughout the dinner and foster relationship-building with other new students. After dinner, PMs will guide new students from HSS (meal location) to the Playfair location.</td>
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<tr>
<td>Torch night / Class Photo (in person)</td>
<td>August 16</td>
<td>7:30 - 10:30 pm (3 hours)</td>
<td>PMs will be assigned to various residence halls before the start of Torch Night on Aug. 16. New Vols will be instructed to go outside their residence hall for “meet ups” to hang out with PMs, NVLs, and other first-year students. Games, icebreakers, etc., would be happening outside the halls all over campus. PMs and NVLs will then help guide new students from the various residence halls to Neyland for Torch Night. PMs will participate in Torch Night and help us transition from the Torch Night ceremony to the class photo.</td>
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<tr>
<td>Signature Event (in person)</td>
<td>August 14-17</td>
<td>(2 hours)</td>
<td>PMs will have the opportunity to assist with an additional BOW event before the start of classes.</td>
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PAID: **FYS 101 or TRNS 201 Seminar Meeting (1-hour per week)**
- Peer mentors will co-lead and participate in an FYS 101 or TRNS 201 alongside their paired instructor.

PAID: **Weekly Meeting with Instructor (Approx. 1-hour per week)**
- Peer mentors and instructors will regularly discuss module facilitation, student participation, and any other topics related to their seminar. The frequency of these meetings is up to the discretion of the peer mentor and instructor.

PAID: **Weekly Prep Time for FYS 101 or TRNS 201 (Approx. 1-hour per week)**
- Peer Mentors will spend approximately one hour per week preparing for their FYS 101 or TRNS 201 seminar. This time might be spent coming up with different icebreaker activities, putting together materials to present in class, following up with student concerns, etc. Instructors should be aware that Peer Mentors have this one-hour prep time each week.
- One hour a week of prep time is an estimated average. Peer Mentors might work more time one week than others, but it should average out to be one hour per week throughout the semester.

PAID: **1:1 Meetings with First-Year Students (Approx. 1.5-hours per week)**
- Peer Mentors will meet individually with all of their first-year students as a requirement of the course. Peer Mentors can schedule this time as they see fit as long as they get through all first-year students in their class. We recommend scheduling approximately one and a half hours of one-on-one meetings per week throughout the entire semester.
- One-on-one meetings with first-year students should be at least 30 minutes long for each student. These meetings may last longer, but peer mentors should not submit more than 30 minutes per meeting for payment. For Peer Mentors with fewer students enrolled in their course, we encourage sessions longer than 30 minutes.

PAID: **1:1 Meetings with PMC (Approx. 30-minutes every other week)**
- Peer Mentor Coordinators will check in with each member of their huddle at least once a month for 30 minutes. This meeting will be held in addition to huddle meetings to get to know each other, answer any questions, reference expectations, and develop community.

PAID: **Peer Mentor Staff Meeting (Approx 1.5-hours every other week)**
- Every other Tuesday 4:30-6:00 pm
- Peer mentors will gather in a large group or in their huddle to go over any announcements and training. Some time will also be used to discuss FYS 401 applications to the peer mentor role.

PAID: **Opportunities Across Campus to Represent FYP (Varied time commitment)**
- Peer Mentors will be asked throughout the semester by various campus partners to volunteer with campus events. Unless otherwise noted, these events will be paid. Participation opportunities will be shared as they arise.

PAID: **Shift in Peer Mentor Outreach Program (Varied time commitment)**
- Peer Mentors will be required to sign up for one 2-hour shift, during which they will assist FYS 101 students whose class has not been assigned a Peer Mentor. First-year students can drop
in and ask for help. While only one 2-hour shift will be required, there will be plenty of extra shifts that the Peer Mentors will be able to pick up.

UNPAID: FYS 401 Seminar (Approx. 1.5-hours every other week)
- Every other Tuesday 4:30-6:00 pm
- Since peer mentors are receiving credit for FYS 401, they will not be paid for any class time or time spent outside of class working on assignments. This time will be focused on peer mentor leadership development and growth.

UNPAID: PM Social Events
- Peer Mentor Coordinators will plan social events throughout the semester for Peer Mentors to develop community. These events will be optional but strongly encouraged.

JOB CONTRACT: This document will serve as a reference point that can be used to evaluate the Peer Mentor’s experience and performance.

I agree to the above statements and position description and accept the position of Peer Mentor during the Spring and Fall of 2021.

Signature ________________________________ Date ____________

Supervisor’s Signature ___________________ Date ____________