Name:_____
Position Title:_ College Success Peer Mentor **Date of Hire:**__8/29/2011_____

Cabrini College
College Success Peer Mentor Contract

Policies:
All employees of the College Success (COL 101) Peer Mentoring Pilot must adhere to the following guidelines:

Faculty Policy:
When working with faculty, a peer mentor:

1. Seek the instructor's guidance in developing effective study skills and test taking strategies for class participants.
2. Learn from the instructor what the specific learning outcomes are for each assignment, project, and test.
3. **Not grade** any work whatsoever.

Mentoring Policy:
When working with the student, a COL 101 Peer Mentoring Pilot is required to follow these guidelines:

1. Guide and mentor students individually, in groups, or in mini-sessions in specific subject areas using approaches that address the learning needs of the students and help them to become successful independent learners.
2. Understand the difference between tutoring a student and completing the assignment for him or her.
3. Conduct all sessions in a safe and public.

Professional Policy:
It is required that, as an employee of the COL 101 Peer Mentoring Pilot, one must:

1. Act professionally at all times as a representative of the COL 101 Peer Mentoring Pilot program.
2. Continue to improve his or her own subject proficiency, study skills, communication skills, and instructional skills as required by **attending all meetings and professional development training sessions mandated by the COL 101 Peer Mentoring Pilot.**
3. Conduct himself or herself in a professional manner. As an employee of the COL 101 Peer Mentoring Pilot, understand and apply all Cabrini College policies and regulations that govern student and employee professional practices and relationships. Never comment negatively to students on teachers' grading policies, their teaching methods, or their personalities.
4. Always be punctual for scheduled duties, not only out of courtesy but also as an example for students to follow. Mentors are expected to adhere to the Peer Tutoring Program Absence Policy in the event of an absence. Coaches must notify faculty and copy the COL 101 Peer Mentoring Pilot Coordinators.
5. Notify the COL 101 Peer Mentoring Pilot Coordinators (*Darryl Mace and Courtney Smith*) if any student requires assistance beyond the role of the peer mentor.
6. Seek assistance whenever needed.

Position Descriptions:

The College Success Peer Mentor will work with faculty and staff to design and implement a 1-credit course for all first year students, offered in their first semester. Peer Mentors, upper class students who are trained to facilitate discussions and run these sessions, will:

- Attend training sessions throughout the spring semester before they are to serve as Peer Mentors (these sessions will incorporate training in dialogue facilitation, leadership, and mentoring)

- Run the majority of the College Success class meetings

- Attend regular planning and development meeting with their assigned College Success faculty and staff teams

- Provide periodic updates to the College Success faculty and staff team on the progress, successes, and challenges encountered in the course

Contract affirmation:
The peer mentor will be given two copies of this document. Please sign one, and return it to the College Success Peer Tutor Pilot Coordinators (*Darryl Mace and Courtney Smith*) after orientation. The second copy is for the tutor's records.

I have read and understand the policies stated above. I have received a copy of this document for my own records.

_____
Signature of Employee Date

_____
Printed Name of Employee Date

_____
Signature of COL 101 Peer Mentoring Pilot Coordinator Date

_____
Printed Name of COL 10 1Peer Mentoring Pilot Coordinator Date

_____
Signature of Dean for Academic Affairs Date

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Printed Name of Dean for Academic Affairs Date