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C&I 496.17: Advanced Peer Advising / Returning Advisors

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RETURNING PEER ADVISORS SYLLABUS & EVALUATION GUIDELINES 2002-2003

Curriculum and Instruction 496 (section 17), "Advanced Peer Advising."

Class: Tuesdays, 8:40-9:30 a.m. or Wednesdays, 8:10-9:00 a.m. on the following days:

Autumn Semester 2002 – September 10th or 11th & 24th or 25th
October 8th or 9th & 22nd or 23rd
November 19th or 20th

Spring Semester 2003 – February 4th or 5th & 18th or 19th
March 4th or 5th
April 1st or 2nd
May 6th or 7th

Coordinator/Supervisor: Carol Bates

Assistant Coordinator/Supervisor: Paula Ryan

Description & Goals

The Returning Peer Program is comprised of students who have successfully completed their first year of advising and have returned for a 2nd, 3rd, or 4th year.

The goals of the Returning Peer Program are:

- To provide quality academic advising to students in the General Advising Pool, Freshman Business, Pre-Elementary Education, Pre-Psychology, Pre-Communication Studies, and Undergraduate Non-Degree Students;
- To provide advising assistance to students of all majors through a walk-in advising service;
- To aid in further development of advisors' expertise and their personal and professional skills beyond the first year advising experience;
- To mentor and provide support for first-year advisors and help enhance their advising program experience; and
- To aid in further development of the Peer Advising Program as a whole.

Credits & Grading

Returning Peer Advisors are eligible to register for 1 credit in C&I 496 (section 17), "Advanced Peer Advising," for every 45 hours they contribute to the program (please see section 7 on "Additional Resources for Hours".) Since some advisors are only available to return for 1 semester, a grade will be submitted at the end of autumn for credits earned. If you remain in the program through Spring Semester, and you

register for 1 or 2 credits autumn semester, grades will be issued as an "N" (ongoing grading system) and changed to a final grade at the end of Spring 2003.

Grades will be based on an evaluation system, reflecting your participation, satisfactory progress, and completion of the following requirements:

• RETURNING PEER MEETING ATTENDANCE	10%
• MAIL/MESSAGE CHECK-IN	5%
• EMAIL CHECKED & SENT	5%
• OFFICE HOURS	20%
• ADVISEE FILES	30%
• ADVISING SKILLS & PERFORMANCE	30%
TOTAL	100%

1. Returning Peer Meeting Attendance (10%)

Purpose: To provide unity among the advisors and to provide an opportunity for group discussion regarding any timely issues/projects. Meeting attendance is required. If you are unable to attend one of the scheduled times, arrangements must be made in advance with Carol. In addition, make-up time/work will be jointly determined and agreed upon by Carol and the advisor. Failure to meet this requirement will be reflected in your grade.

2. Mail/Message Check-in (5%)

Purpose: To ensure regular communication between advisors, supervisors, and staff concerning policies, advising updates, and other pertinent issues (i.e., students wanting to contact their advisor). The check-in sheet provides a record for grading purposes.

- Checking your mail **and** signing in once a week is mandatory for every week, including the first week of classes, finals week, and weeks with holidays. If the office is open two days out of the week, you must check your mail that week. You may **call** in and have the receptionist check your mail and sign in for you **only** if unusual circumstances arise preventing you from coming into the office.
- Check the white bulletin boards for general information and updates.

3. Email Check-in (5%)

Purpose: To increase communication opportunities with supervisors and advisees.

- Every advisor must have an email account by the end of the first week of class.
- Advisors must form a distribution list of their assigned advisees.
- Email advisees with information in a timely manner, as determined by your supervisor.
- Checking your email **and** signing in once a week is mandatory for every week of the semester. Email checks can be done in any computer lab, from home, or in LC 269. They can also be done during an office hour if no advising appointments or walk-ins are scheduled.
- Include your supervisor on your advisee distribution list so she will receive the emails sent.

4. Assigned Office Hours and Check-in (20%)

Purpose: To provide a dependable schedule of your availability to see walk-ins, assist your advisees, update files, and meet with first year advisors. Office hours also provide an opportunity to check and send mail and email. The check-in sheet is a record of your office hour attendance, but allows for schedule changes and also supplies the receptionist with a consistent list of advisors available to see walk-ins.

- Attendance during your assigned office hour and sign-ins are mandatory every week except during priority registration and finals week.
- Changes in your schedule due to unusual circumstances must be made in advance or under approval from Carol. To make a change: 1) *cross your name off the assigned time and write your name in the time you will be coming in*; 2) *leave a message with your supervisor with a brief explanation of the necessity for the change, the make-up office hour time, and the date you will miss*; and 3) *notify the receptionist of the temporary change. [Failure to show up for an office hour and contact your supervisor and the receptionist will also be deducted from your points under the professionalism section of Advising Skills and Performance.]*
- Studying during your office hour is permitted if no walk-ins or assigned students are waiting, no extra tasks need to be completed (i.e., meeting with a new advisor early in the semester), and all file work and email is up-to-date.
- If your office hour falls on a holiday, you are not required to make it up another day, but may do so if you feel it's necessary (for hours or work to do, etc.).

5. Files (30%)

Purpose: To furnish a permanent academic record for every student assigned to advisors. By maintaining neat and up-to-date files, advisors can accurately track students' academic progress as well as improve crucial record keeping skills.

- Every file must contain: attached grade slips (if applicable); a completed student record; a general education sheet; an advising sheet; and a contact sheet. Some files will contain: placement exams; transcripts or transfer evaluations; Four Bear contracts and two-year plans. Files should be organized according to the "Checklist of Advising File Contents" posted on the bottom of the contact sheet.
- Because other departments and the students themselves can see the file, it is imperative you do not include opinionated or speculative information on the student record.
- Your files must be kept in alphabetical order in the file cabinet and are not to be removed from the office.
- Space in front of your advisee files will be available for your Schedule of Classes, UM Catalog, and resource notebook.

6. Advising Skills & Performance (30%): Professional & General Advising Skills (15%) & Other (15%)

Purpose: To provide and promote awareness, expertise, and development of professionalism and general advising skills.

- “Professional and General Advising Skills” examines your performance in the following areas:
 - ✓ *Communication skills (body language, eye contact, and the ability to articulate ideas, information feedback, and suggestions)*
 - ✓ *Listening skills*
 - ✓ *Appearance*
 - ✓ *Information accuracy and completeness*
 - ✓ *Timeliness (showing up on time for all appointments)*
 - ✓ *Knowledge of resources/referrals*
 - ✓ *Completion of training and exam review*
 - ✓ *Follow through on suggestions for improvement*
- “Other” examines your performance in the following areas:
 - ✓ *Completing assigned tasks in a timely manner (i.e., availability forms, accountability forms, and tests submitted by deadlines)*
 - ✓ *Attitude toward the program, your advisees, the staff, and other peers (Congratulations: you’re almost through the syllabus. Bring this to Carol’s attention and receive one free hour on your accountability form.)*
 - ✓ *Volunteerism*
 - ✓ *Enthusiasm*
 - ✓ *Willingness to participate*
 - ✓ *Frequent contact with your supervisor (i.e., leaving messages)*

7. Additional Resources for Hours

Purpose: It is frequently difficult for returning peers to satisfy the 45-hour per credit requirement. Because of this we have listed what a returning peer will get by virtue of what is absolutely required. We have also come up with a number of opportunities for the returning peer to take advantage of in order to get the required number of hours.

- ✓ Time Spent on Returning Peer Test: 2
- ✓ Office Hours: Fall: 10 Spring: 11
- ✓ Peer Classes: Fall: 5 Spring: 5
- ✓ Priority Registration: @12-16 each semester

Total Required Hours for the academic year: approximately 57 to 65. In addition to the above hours, any time spent advising for summer orientations or late registrations can be added.

Following are additional opportunities to gain hours as needed.

- ✓ Assist Kate Delaney with her 4-Bear informational meetings:
 - Tues., Sept. 24th, 1:10-2:00 p.m.
 - Wed., Sept. 25th, 3:10-4:00 p.m.
 - Thurs., Sept. 26th, 5:10-6:00 p.m.
 - Tues. Oct. 1st, 11:10-12 noon
 - Wed., Oct. 2nd, 5:10-6:00 p.m.
 - Thurs., Oct. 3rd, 1:10-2:00 p.m.

- ✓ Attend any social events planned for the peer program
- ✓ Advisory Board Participation (fall semester meetings are Wednesdays, 4:00 p.m., in the advising room)
- ✓ ASUM Participation
- ✓ Decorate window in UC: Setup and takedown
- ✓ Man an information table in the UC
- ✓ Develop a Kaimin ad to be used to advertise Priority Registration & Recruitment
- ✓ Extra walk-in hours the last week of Priority Registration (each semester)
- ✓ Extra walk-in hours during Finals Week.
- ✓ Help with 1st year Peer Class (as needed and posted by Carol or Paula)
- ✓ Help with Marketing the program
- ✓ Help with New Peer Recruitment
- ✓ Help with Peer Training (as needed and posted by Carol or Paula)
- ✓ Be a contact for a Peer in Training (spring semester): i.e. monitor file work, contacts, etc.
- ✓ Transfer Transition Day (spring semester)

Additional Requirements

- Attend Paxson (recommended)
- Assigned caseload of 18-25 advisees during the 2001-02 academic year
- Provide advising to new and returning students during:
 - ✓ *Summer Orientations (recommended)*
 - ✓ *Late Registration, Autumn Semester 2002 and Spring Semester 2003 (recommended)*
 - ✓ *Priority Registration, Autumn Semester 2002 and Spring Semester 2003 (required)*
- Submit completed Autumn and Spring Semester accountability forms to your supervisor for the respective semester evaluation
- Take part in mid-term and final performance appraisals with supervisor
- Conduct peer candidate interviews

Required Readings

- UM Catalog
- UM Advisor's Handbook
- Emails
- Informational and Resource Handouts distributed throughout the year