

SUPERVISOR ROLE | Academic Peer Advisor Training

→ PREPARATION

1. Canvas access for supervisors:
 - Do you already have access? Check here:
<https://canvas.ucdavis.edu/courses/831188>
 - If you do not have access, complete the [Access Request Form](#)
 - Access will be granted to supervisors upon request
 - Supervisors will be assigned TA role in Canvas
 2. Ensure that you understand the training content, assignments, and interactive elements of the Canvas New Peer Advisor Training Modules.
 3. Provide unit-specific introduction for peer (office tour, future designated office space, short discussion, etc). Give them an understanding of the role generally and prepare them for the multi-faceted training approach.
 4. Add your new peer advisors into Canvas. ***You are responsible for giving peers access!***
 - From the “New Peer Advisor Training” homepage, select the “People” option on the left menu
 - Click the “+People” button
 - Add peer advisor email addresses as indicated, **assign “2025 Training” section**, and assign “Student” role
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TRAINING OVERVIEW

Canvas Training

1. Establish and share expectations for how your new peer advisors should contact you with training-specific questions and/or concerns (e.g. by phone, email, in-person meetings, etc.). This should include having a back-up staff available should you be out of the office, etc.
2. Establish and communicate: overall module training completion timeline, module-specific completion due dates, and expectations and requirements for all module assignments/quizzes.

3. Interact with peer advisors within Canvas: review, grade, and provide feedback.
4. Recommendations:
 - Regularly consult with your campus colleagues who provide supervision to new peer advisors participating in the Peer Advisor Training Modules.
 - Provide feedback to your peer advisor(s) on each training assignment and assessment completed and/or submitted within 5 work days; provide specific additional training to new peer advisors who you identify as having a training gap.

Relational Training Day

1. Occurs before the start of Fall Quarter. Offered only one time per year.
2. Supervisors are invited (not required) to attend any/all of the Relational Training Day.

Unit-Specific Training

1. Assign supplemental, unit-specific training materials to your peers on an individual basis (suggestion: consult other units similar to yours for ideas and best practices for in-unit training).
2. Establish and communicate unit-specific training session dates that you will host and expectations for unit-specific job training.
3. Recommendation:
 - Host at least one “training check-in” meeting with each of your new peer advisors or as a group *during* the module training period.

→ COMPENSATION

1. We recommend direct hourly compensation funded by the hiring unit for all training hours completed.

→ IMPORTANT DATES

- **May 7:** 2025 Canvas module launch
- **September 15:** 2025 Relational Training Day

→ Direct all questions related to peer advisor training to [Nicole Wood](#).