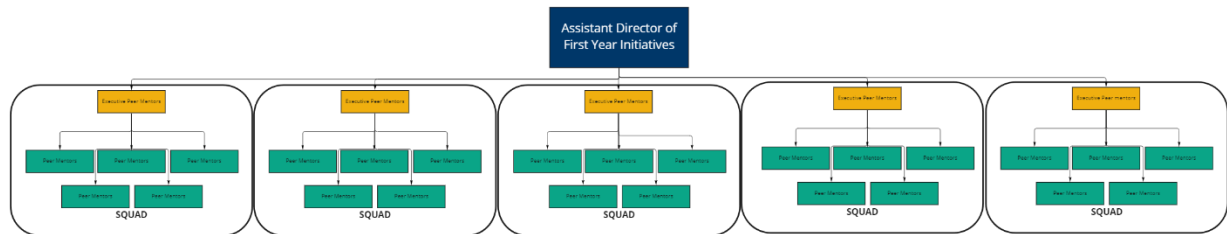


Overview of the program:

- Course is labeled UNCO 101 (University College 101- our college was called this before it became the College of Innovation and Design)
- Semester long course for all first-year students
- Fall semester only
- Zero Credit Hour Course taught 1 day per week for 50 minutes. Classes are typically Tuesday-Thursday
- Lead by Peer Mentors
- 25 first-year students per section
- Assistant Director of First Year Initiatives is the professor on record for all course sections



Program Structure:

- **Assistant Director of First Year Initiatives**- hires, supervises and trains all Executive Supplemental Instructors and Peer Mentors.
- **Executive Peer Mentor**- Previous Peer Mentor that would like to take a leadership role in the organization. Exec's have a set group of Peer Mentors that they provide additional leadership and guidance to, they also assist with finding substitutes if a Peer Mentor is unable to teach their course for that week. Exec's teach one (1) section of the UNCO 101 Mentoring Course
- **Peer Mentor**- Undergraduate student who is interested in mentoring first-year students. Each Peer Mentor is assigned 2 sections of the UNCO 101 Mentoring Course and belongs to a Squad under an Executive Mentor.

Hiring:

- During the Spring semester, flyers are distributed on campus to advertise the position. Additionally, campus partners (Student Engagement, Student Success and Faculty) are all engaged to encourage students to apply for the position.
- Assistant Director hosts individual interviews with the applicants. This consists of:
 - A 10 minute "teaching demonstration" over one of three topics provided (time management, Secrets to Freshman Success, Financial Literacy)
 - A Q&A style interview follows

Note: Pre-Covid procedures were different, as outlined below. We anticipate being able to return to previous methods at some point in the future:

- *Group interviews were conducted. Each group would have 3 type of interviews conducted.*

- o 10 minute presentation over one of three topics provided (similar to above)
- o Group Q&A interview
- o Group discussion. This would involve each applicant within the group reading the same document over Office Hours. Then applicants will be randomly assigned to a pre-determined discussion question. In a specified order, the first applicant will lead a 2-3 minute group discussion with their peers. Then after 2-3 minutes, it would go to another applicant, then another, until all applicants have had time to lead a discussion for a few minutes.

Criteria for Peer Mentor/Exec:

- Should see this job as a priority over other positions they may hold on campus
- Should be academic role models, they should be in good academic standing. Students who have had experiences failing classes should be able to identify what they learned and how they adjusted for future courses.
- They should be selected for their potential to teach and present in front of others
- They will be serving as TEACHERS, so should be able to
 - Carry themselves with authority
 - Lead a group discussion
 - Communicate articulately
 - Be punctual
 - Be engaged with employer (respond to email requests promptly, attend all meetings and events)
 - Be relatable to students

Compensation:

- Executive Supplemental Instructors: \$10.00/hour, 19 hours per week
- Peer Mentors: \$9.00/hour, 10-15 hours per week

Once Hired:

- All Peer Mentor and Exec's attend a one day training where we review HR procedures, expectations and provide an opportunity to discuss and troubleshoot common difficult scenarios. During this time we build up the expectation that they have collaboration as an expectation, even though they are responsible for their own class individually.
- SQUADs meet for the first time, Exec sets a regular day and time to meet as a group weekly.
- All Peer Mentor's and Exec's attend a weekly meeting on Mondays to review the upcoming week's Lesson Plan. During this meeting, we review and discuss expected outcomes from the course, and participate in any activities. This class time also provides for larger group discussions around classes, current stressors for first-year students and on-campus resources.
- SQUAD's meet once a week to discuss in smaller groups any issues with class or students. Exec's collect information at this time about each of their Peer Mentor's courses and any issues with students.

- Exec's meet weekly with Assistant Director of First Year Initiatives to discuss the SQUAD meetings or any other issues.
- As needed, Assistant Director will meet individually with Peer Mentors or reach out directly to students to provide support to Peer Mentors within their leadership role. Assistant Director is responsible for completing any Early Alerts or disciplinary intervention for students enrolled in the courses, if needed.

If you have any questions regarding our program, please reach out to Sierra Jones at Sierra.Jones@tamuc.edu.

MiroBoard with timeline and overview:

https://miro.com/app/board/uXjVOeW8HnQ=?invite_link_id=792696602945