College of Business & Economics
H.A.W.K.S. Peer Mentor Program
Application Packet 2014-2015

Instructions
1. Read through the following materials to familiarize yourself with the program.
2. Complete the application form and essays.
3. Return both pieces to the Undergraduate Program Office, Rauch Rm. 385 by Friday, February 21, 2014.

Mission
The mission of the Helping Advise Willing & Keen Students (H.A.W.K.S.) Peer Mentor Program is to connect the College of Business and Economics (CBE) first-year or transfer students with other CBE scholars to assist in becoming acclimated to every aspect of Lehigh University.

Program Goals
- To support the transitional and environmental needs, challenges and concerns of first year students;
- To enhance and support first year student’s retention in and outside the College of Business & Economics;
- To provide first year students with accurate and comprehensive information and strategies to successfully navigate the College of Business and Economics and the larger University community;
- To foster a community environment among students, faculty, staff and alumni within the College of Business and Economics;
- To develop a multi-tiered course advising structure to promote student’s academic and professional success;
- To empower and significantly increase students’ involvement in and management of their academic and co-curricular experiences;
- To foster a sense of ownership and accountability among the student population as a result of their academic and co-curricular choices;
- To cultivate a student peer environment of self-directed learning;
- To strengthen student’s allegiance to and affiliation with the College of Business and Economics.
College of Business & Economics
H.A.W.K.S. Peer Mentor Program
Job Description

Expectations, Responsibilities, Duties & Professional Standards

Overall Goals of H.A.W.K.S Peer Mentoring Program
- Year-long program affords learners the opportunity to engage in activities that will support their academic progress at Lehigh University.
- Provide learners with an early understanding of the University’s academic and social atmosphere.
- Help address transitional issues of first-year learners.
- Build personal connection between first-year and upper class students.
- Introduce learners to resources of the University.
- Cultivate a profound bond with Lehigh.

Throughout the year, Peer Mentors build personal connections with first-year learners by arranging individual and group meetings with their assigned learners and participating in team-building activities, including interactive group events and topical discussions.

Your Responsibilities to Your Learners
- Meet early & establish/encourage contact.
- Administer academic support through building rapport and maintaining a peer mentor relationship with assigned learners.
- Meet in groups so that learners that have similar concerns can have their questions answered.
- Meet individually when a student has a special concern or needs your undivided attention.
- Refer students appropriately to Twana L. Walker, Program Director or to other campus or CBE resources.
- Share experiences and information on student success.

Our Expectations of You
- Communicate regularly with Twana.
  - Send emails regularly to let Twana know how your students are doing and any problems you or they might be having.
  - ALWAYS carbon copy Twana on your emails to your group of learners (not copies of each email you send to a learner, just to the group as a whole).
- Read, and respond to, emails from Twana.
- Attend Program Leadership Training Orientation in the Spring semester.
- Assist with Registration during Convocation for Fall semester.
- Attend “Welcome Back” luncheon for second semester, first year learners in the Spring semester.
- Establish a regular meeting schedule with learners and attend all monthly mentor check ins. Mentors also submit monthly mentor logs to Twana, Program Director.

If you do not know the answer to a question, please refer the student to Twana or find out the answer from Twana and then pass the answer on to the student.

I, ____________________________, agree to meet and abide by the terms and expectations of this contract and understand that failure to do so may result in release from this volunteer opportunity.

Signature: ____________________________ Date: __________________

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1. Attend mandatory 2 hour training in April.
2. Contact students in late May/early June—Send an email welcoming them to Lehigh, congratulating on accepting Lehigh’s offer, introduce yourself (we will send them an email about the program), offer to answer any Lehigh questions they might have, etc.
3. Maintain contact throughout the summer.
4. Attend Convocation and assist with Registration for Fall semester. You will meet with your group of learners at this event.
5. Attend Ice Cream Social in September (second week of classes).
6. Establish a regular meeting schedule with learners and attend all monthly mentor check ins. Mentors also submit monthly mentor logs to Twana, Program Director. Topics to be discussed with be provided.
7. Contact students before first set of 4 o’clock exams—Check their status and meet with them if necessary.
9. Attend “Study Skills and Exam Strategies” workshop with cohort of learners before second round of 4 o’clock exams in October.
10. Contact students in the last week of classes in the Fall semester to give advice regarding finals.
11. Contact students the first week of the Spring semester—check in with them and wish them luck with the semester.
13. Attend Majors Fair with cohort of learners in February.
14. Attend Major Declaration Session with cohort of learners (major specific) in March/April.
15. Attend M.A.D. (Major Appreciation Day) Celebration with cohort of learners in April.
16. Contact students in the last week of classes in the spring semester—wish them luck with finals, have a good summer, see you next year, etc.
17. Sign a confidentiality statement stating that all matters pertaining to student records will remain confidential and adhere to FERPA policy.
College of Business & Economics
H.A.W.K.S. Peer Mentor Program
Application for 2014-2015

Name: _______________________________________________ LIN:________________________

Current Year: _____ Rising Sophomore _____ Junior _____ Senior

Lehigh Email: ________________________________

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<tr>
<th>Is there a chance you will be going abroad for any part of the 2014-2015 school year? If so, which semester?</th>
<th>Yes</th>
<th>No</th>
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<td>If you will be a senior, are you considering graduating in December?</td>
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<td>Will you have access to the Internet in Summer 2014 (for communication purposes)?</td>
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Declared/Intended Major(s): ____________________________________________

Declared/Intended Minor(s): ____________________________________________

Cumulative GPA: _______________ Last Semester GPA: _______________

T-Shirt Size: S M L XL 2XL Long Sleeve Shirt Size: S M L XL 2XL

Please list, in order of importance, your current extra-curricular activities.

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<th>Organization/Activity</th>
<th>Dates</th>
<th>Describe Activities and/or Office Held</th>
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Please attach a sheet with answers to the following questions.

1. Explain why you want to be a Peer Mentor. And, why do you think you are suited to advise first-year students?

2. What advice do you have for incoming first-year students?