



Bay Path University The American Women's College Peer Mentoring Application

General Job Description

The purpose of The American Women's College (TAWC), both online and on ground, one day a week, is to empower women to achieve success in college, careers, and life. Our on-campus and online accelerated degree completion programs allow diverse women to build on their strengths and seize opportunities for personal, professional, and financial growth. Courses provide students with a rich, dynamic, relevant, and engaging learning environment.

The role of the Peer Mentor will be to work with students in a mentoring capacity, helping students with their personal transition to the university setting, as well as the online and/or accelerated classroom. Peer Mentors will promote academic goal-setting and skill development to enhance other students' success. The Peer Mentors will work with TAWC professional staff members to create an environment where students feel comfortable and secure in their advising experience and educational community.

Guidelines

The Peer Mentors affiliated with TAWC will be required to fulfill the following role, in addition to their basic functions outlined below:

1. Orientation Mentor

- a. Orientation Mentor will actively support new women into the TAWC program by assisting in the New Student Orientations. These mentors will introduce students to new peers in their community and provide support as they begin their first session with Bay Path. Orientation Mentors are expected to attend at least 1 of the Orientations for each Session and be an active role in that orientation. They should also provide ongoing support to new students through the session.

All Peer Mentors will be expected to promote positive dialogue in the Facebook communities and in on-ground dialogues, as well as, within their private Peer Mentor group in Canvas. At the core of their specific role, Peer Mentors will be required to uphold the following four Essential Functions:

- **Guide**

- Basic familiarity with Bay Path University's electronic resources, including the student Portal, Canvas and frequently used forms
- Help students circumvent potential obstacles that commonly occur at certain times or stages in their educational journey
- Basic understanding of the different degree programs, including the WEL courses, General Education core, minors, and certificate options

- **Referral Agent/Connector**

- Enabling students to seek out appropriate resources and connect students with relevant academic support (i.e. tutoring or Financial Aid)
- The competence to create and foster interpersonal relationships with fellow peers, students and staff

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- Creating dialogue in online forums appropriate to aiding students in their success

- **Meaning Maker**
 - Effective critical thinking and interpersonal communication skills
 - The ability to work cohesively in a team with fellow peer mentors and university staff
 - Help students understand the 'why' of their college courses and enable them to see the connections between their present academic courses and their lives

- **Trouble shooter**
 - An understanding of important academic dates and deadlines as they pertain to the online scheduling of courses
 - Basic understanding of TAWC policies and procedures and their location within the Catalog

Qualifications

All applicants must be a continuing student enrolled at Bay Path University in The American Women's College. All Peer Mentors must have completed at least 18 credits of coursework at the time of application, and hold a minimum cumulative grade point average of 3.5. All students must be able to actively engage with their peers and uphold this role for a minimum of one academic semester.

Peer Leader Benefits

- Exclusive membership in the private Peer Mentor Group in Canvas
- Official Bay Path Peer Mentor apparel to wear with pride
- Leadership experience
- Resume enhancer
- Networking with other peers, staff and faculty

Training and Development

Peer Mentors are expected to complete an initial training in the Canvas Module to prepare them for their role. Additionally peer mentors are asked to participate in session check in's with their location representative and semester check in's with the entire peer mentoring community across all locations. Peer Mentors will be involved with their campus community through a variety of modalities, including, but not limited to, arriving early on the first day of class, creating dialogue in the Facebook communities, interacting with peers in orientation, facilitating virtual chats with peers, etc. Ideas for building more inclusive communities are welcome. We ask that peer mentors remain actively engaged in their academics and uphold their grade point average throughout their service in the program.

Selection Process

Completed applications should be emailed to the Alaina Bouchard at albouchard@baypath.edu by August 5th. Upon submission, all candidates will be reviewed by the selection committee. Final selection of the Peer



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Mentors will be dependent on the application and academic qualifications. All candidates will be informed of their final status via email by August 10th.

Additional Information

If you have any questions, please contact:

Online AWC:
Alaina Bouchard
albouchard@baypath.edu
413-565-6826



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Name: _____ Date: _____

Local Address: _____

Phone: _____ Email: _____

Current Major: _____ Number of Courses Per Session: _____

Expected Graduation Date: _____ CUM Grade Point Average: _____

Number of Credit Hours Earned at BPU Thus Far: _____

Locations of Courses Taken: _____

What Attracted You to the Peer Mentor position?

What Qualities and Characteristics Do You Think You Bring to the Position of a Peer Mentor?



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What advice would you give an incoming student?

Have you had a mentor in your life? If so, what impact did this person have on you?

All applications are to be emailed to Alaina Bouchard, albouchard@baypath.edu by August 5th.

Thank you for your application!



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Notification of Fall 2016 Training and Orientation Dates

If you are opting to be an Orientation Peer Mentor, please initial next to each Orientation to indicate that you will be able to attend your location specific Orientation, either in-person or remotely (if online). If you know that you will NOT be able to attend certain trainings or events, do not initial next to them.

_____ Canvas Peer Mentor Training will open on August 10th and must be completed by August 12th

_____ August 13th, Saturday: 12:00pm – 1:00pm EST - Online New Student Orientation

_____ August 20th, Saturday: 9:00pm – 11:30am – Longmeadow New Student Orientation

_____ August 24th, Wednesday: 6:00pm – 7:30pm EST - Online New Student Orientation

_____ August 24th, Wednesday: 6:00pm – 8:00pm – Burlington New Student Orientation

_____ August 25th, Thursday: 6:00 – 9:00pm – Sturbridge New Student Orientation

_____ September 1st, Thursday: 6:00pm – 7:30pm EST - Online New Student Orientation

_____ September 6th, Tuesday: 6:00pm – 9:00pm – Sturbridge New Student Orientation

By signing below, I acknowledge that I am committing to attend all events that I have initialed above. I understand that failure to attend events which I have initialed may result in a series of consequences, including termination of my position as a Peer Mentor.

Signature

Date

Thank you for your application!