

Peer Mentor Program



ABOUT THE PEER MENTOR PROGRAM

The Peer Mentor Program targets first-year African American, Native American and Hispanic students. The primary objective of the program is to contribute to the advancement of first-year students by aiding in their academic, emotional and social adjustments to college. Any first year student can request to be served by an upperclass mentor through the Peer Mentor Program. Any upperclass student with a 2.5 or greater total grade point average can apply to serve as a mentor.

PURPOSE OF THE PEER MENTOR PROGRAM

Over 25 years of research on minority students' experiences on predominantly white campuses indicates that they often encounter adjustment difficulties at these institutions, particularly ones as large as NC State. For example, minority students are more likely to experience feelings of alienation and social isolation that can negatively affect their academic performance and desire to persist or stay at the institution. If institutions fail to recognize and act upon this information via providing appropriate resources and services, the academic and leadership potential of many minority students may not be fully nurtured. Fortunately, NC State has the Peer Mentor Program in addition to other support programs, which help the university realize its goal of maintaining the enrollment of African American, Native American and Hispanic. Attainment of this goal is enhanced, in part, by peer mentors who are a source of helpful information and support for the first-year student. The Peer Mentor Program provides mentors with significant leadership experiences which promote the development of their mentees' potential.

WHAT EXACTLY IS A PEER MENTOR AND WHAT DOES HE/SHE DO?

The responsibilities of the Peer Mentor are varied and include:

- acting as a big brother or big sister to first-year students (mentees)
- establishing and maintaining regular contact with mentees on both a formal and informal basis;
- sharing information about campus resources, policies and regulations
- referring students to appropriate campus services and resources;
- participating in training and leadership activities to learn and improve helping skills

THE STUDENT MENTOR ASSOCIATION & IT'S CONSTITUTION

- [Student Mentor Association \(SMA\) Constitution](#)

INTERESTED IN BECOMING A PEER MENTOR?

Interested in becoming a Peer Mentor? Complete and submit an online application or come by the Multicultural Student Affairs office located at 1107 Pullen Hall.

ONLINE FORMS

- PEER MENTOR INTENT FORM
- PEER MENTOR PROGRAM MENTOR SURVEY
- PEER MENTOR PROGRAM APPLICATION
- VISITATION FORM

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Student Mentor Association Constitution

2003

Objective: The following guidelines have been developed as a means of regulating the performance of Peer Mentors who do not fulfill the responsibilities outlined in the Peer Mentor Contract.

- I. Violation Assessment - A mentor will receive a violation, a negative mark on their record, for infraction of the following policies:
 - A. Visitation Form Policy
 1. All forms are to be turned in to the Peer Mentor Program Office (PMPO) by 5:00pm on the schedule due date.
 2. The office will compile a list of Peer Mentors who did not meet the deadline on the following Tuesday.
 3. The PMPO will notify Team Leaders (TLs) of those mentors who have not turned in forms.
 4. TLs will pick up this list from the PMPO and attempt to contact mentors who missed the deadline and encourage them to turn in their forms.
 5. Seven (7) calendar days after the original due date, mentors whose forms have not been received will be assessed a violation and will be notified by letter. Whether the mentor receives the mailed letter or not, a violation will be assessed.
 - B. Attendance Policy
 1. Mentors are required to attend the following meetings:
 - a. Monthly General Body meetings
 - b. Fall and Spring training sessions
 - c. Any meeting deemed mandatory by the PMPO as long as mentors are notified in advance.
 2. If a mentor must miss a meeting, the mentor must notify the office in advance by personally obtaining and completing the necessary absentee/tardy slip.
 3. Mentors who fail to notify the office of their absence will be assessed a violation and notified by letter. Whether the mentor actually receives the mailed letter or not, a violation will be assessed.
- II. Delinquent Status - The acquisition of two or more of the aforementioned violations will necessitate the following for continued participation in the program.
 - A. Any mentor designated as delinquent must appear before the Peer Mentor Program Governing Board.
 - B. The PMPO will notify delinquent mentors by letter of all possible hearing dates. The letter, as in all cases, will be mailed to the University corresponding address as it appears on the University computer to all off-campus mentors, and hand-delivered by TLs to on-campus mentors. Notice will be deemed to have been received if the PMPO does not have the mail returned to sender.
 - C. Those mentors affected must notify the office as to which date will be most convenient for them within three calendar days after receipt of notification.
 - D. Should a reasonable excuse arise regarding the hearing date, mentors must notify the office within 24 hours of the original scheduled hearing date.
 - E. At the hearing, the delinquent mentor will be allowed to explain his/her actions to the Peer Mentor Program president and program officers. A minimum of three (3) TLs and at least one (1) program officer must be present for a hearing to convene.
 - F. The Board will make recommendations about disciplinary sanctions to the PMPO. The following actions may be utilized as guidelines, but are not meant to be inclusive in order to give the Board the ability to make recommendations that will fit the unique situations that may arise.

→ addition
PMP visitation forms
are due online by midnight of
the due date

1. Probation

A specified period of probation not to exceed one (1) semester. While the mentor is on probation, s/he will be expected to comply fully with the Peer Mentor contract as well as meet with his/her TL once every two weeks. Upon completion of the probation time, the mentor's record will be reviewed. If there are no new violations or lapses in performance, the mentor's record will be voided and s/he will start anew. If there are violations, the mentor will be terminated from the program.

2. Termination

The dereliction is so serious that the delinquent mentor's continuation would not benefit the program.

3. Other Sanctions

The Governing Board or the PMPO may develop such other sanctions as deemed necessary on a case by case basis.

- G. The PMPO reserves the right to make final decisions based on the recommendations of the Governing Board. The PMPO, in making these final decisions, reserves the right to allow the mentor, who faces sanctions, the opportunity to write a statement on his/her behalf to be utilized in the final review by the PMPO. This is not an exclusive right for the mentor, but one made on a case by case basis by the PMPO.

III. Responsibilities - The following is a summary of the responsibilities for each level of the Peer Mentor Program.

A. Peer Mentors (PMs)

1. PMs are to visit "mentees" twice a month during the fall semester and once a month during the spring semester.
2. PMs are to turn in visitation forms on time or notify the office otherwise.
3. PMs are to attend mandatory meetings or notify the office otherwise.

B. Team Leaders

1. TLs are to serve on the Governing Board (on a rotating basis).
2. TLs are to attempt to notify mentors of the assessment of violations.
3. TLs are to notify the PMPO that two violations have been assessed.
4. TLs are first and foremost PMs and expected to act accordingly.

C. The PMPO

1. The PMPO is to maintain a list of PMs who do not attend mandatory meetings without having notified the PMPO.
2. The PMPO is to maintain a list of PMs who do not turn in visitation forms by the due date.
3. The PMPO is to prepare a list of delinquent PMs for TLs to follow up on.

4. The PMPO is to notify PMs who have been assigned delinquent status.
5. The PMPO will maintain a schedule of Governing Board hearing dates.
6. The PMPO is to notify PMs of violation assessments.
7. The PMPO is to decide the final disciplinary actions.

Mentor

Charter and By-Laws
For Mentor Program
Division of Student Affairs
North Carolina State University

I. THE AUTHORITY: Establishment Of A Mentor Program

A Mentor Program Committee, selected by the Vice Chancellor for Student Affairs and composed of fourteen faculty, staff, and students at North Carolina State University, are charged with the responsibility of developing and implementing a peer counseling program, particularly for minority students to ease their transition to college life and to maximize these student's opportunities for total development.

II. DEFINITION OF MENTOR PROGRAM

The Mentor Program is a student-to-student peer counseling program, utilizing academically talented minority students to serve as "mentors" to incoming black freshmen students. The primary objective of the program is to aid in the academic, emotional and social/cultural adjustment of these students to college life.

III. PHILOSOPHY OF MENTOR PROGRAM

Black students encounter special adjustment problems when they matriculate at a predominantly white institution, particularly one as large as North Carolina State University. It is a known fact that the minority student population does have significant differences from the majority white student population. Moreover, failing to recognize and to act upon this important, inescapable reality, the academic potential of minority students will not be fully cultivated and nurtured in such a manner so as to substantially minimize minority academic attrition at this University. In order to assist minority students to adjust satisfactorily to the academic, emotional, and social/cultural environment of college life, and to address a major concern of the University to reduce minority attrition, it is proposed to utilize the peer counselor approach to help entering minority freshmen succeed at NCSU.

IV. NATURE AND PURPOSE OF THE MENTOR

Research which reports factors affecting students suggests that one's peer group is the singularly most potent environmental influence on student development in the college setting. The literature concerning use of undergraduate students as paraprofessionals in both academic and counseling settings evidences much support for the student-helper approach. Questionnaire responses clearly

C. OFFICERS

The chairperson and the recorder will be the only two officers of the Mentor Program Committee.

1. Chairperson

- a. The Chairperson will be elected by the Committee each year and shall serve no more than two terms.
- b. The duties of the Chairperson are as follows:
 - call and chair all committee meetings;
 - serve as a liaison between the Vice Chancellor for Student Affairs and the Committee, and keep the Vice Chancellor informed of Committee work;
 - serve as the contact person and advisor to the graduate assistants coordinating the Mentor Program;
 - coordinate the Mentor Program activities within the Division of Student Affairs;
 - appoint a recorder to record, prepare, and distribute the minutes of Committee meetings; and
 - establish subcommittees as necessary to develop and execute the goals and objectives of the Committee.

2. Recorder

- a. Record, prepare, and distribute the minutes of the Mentor Program Committee.
- b. Maintain files of the Committee.

D. STANDING COMMITTEES

Standing Subcommittees will be appointed by the Chairperson as needed and for a period of time to be determined by the Chairperson.

E. MEETINGS

Committee meetings shall be called as often deemed necessary by the Chairperson with the stipulation that shall be no less than once a month.

revealed the peer counseled freshmen to be more satisfied with the counseling they had received than were professionally counseled freshmen. In fact, the literature clearly indicates that a student mentor can have a significant impact on other students when the mentor receives proper training and supervision from professional staff members. This suggests that as part of the peer group, the student mentor can play a significant role in influencing students' perceptions of themselves and of the potential benefits and rewards which can be gained from the postsecondary learning experience.

V. OBJECTIVES OF MENTOR PROGRAM

The main objective of the program is to assist incoming freshmen in making satisfactory adjustments to meet their basic educational, emotional, and social needs while attending NCSU. This will be accomplished by the peer mentor, who will be responsible for:

- 1) Initiating dialogue and meeting with their mentees at least twice a month;
- 2) Being a big brother/big sister to incoming black freshmen;
- 3) Communicating the students' progress to program coordinators;
- 4) Making referrals;
- 5) Participating in minority recruiting activities to help ease student transition from high school to college.

VI. BY-LAWS FOR MENTOR PROGRAM COMMITTEE

A. Duties

The primary duty of the Mentor Program Committee will be to establish policy concerning the overall development and implementation of the Mentor Program. Secondly, it will serve in an advisory and resource capacity to the two graduate assistants who are responsible for the day-to-day implementation of the program.

B. COMPOSITION

The Mentor Program Committee membership should be composed of no more than fourteen members and should consist of the following:

- 1) Four (4) members of the minority students affairs staff;
- 2) Two (2) minority faculty members;
- 3) Associate Vice Chancellor for Student Affairs (preferably Planning and Research);
- 4) Three (3) members of faculty or staff selected at large;
- 5) Two (2) undergraduate students from black organizations;
- 6) Two (2) graduate assistants who are coordinators of the program.