

First-Year Florida 2008 Peer Leader Position Description

Position Description

First-Year Florida is a course designed to assist first-year students in their transition to the University of Florida. The course emphasizes the development of academic and personal skills that support success in college, as well as familiarizes students with campus resources. Limited to 25 students, each section is co-instructed by a UF faculty or staff member and an undergraduate peer leader.

First-Year Florida educates new students to maximize their learning and development by creating environments which provide opportunities for:

- Engagement (with UF faculty/staff, upper-class mentor, fellow students)
- Awareness and respect of diversity
- Involvement
- Knowledge of resources
- Active engagement in one's own learning
- Healthy lifestyle
- Understanding of UF expectations

Peer Leaders serve as advisors, resources, role models, and representatives of UF. Through the spring training course, mentoring relationship with a seasoned Peer Leader, and interaction with his or her teaching partner, peer leaders will learn a specific body of knowledge about the university and must be sincerely interested and skillful in sharing this knowledge with their students.

Minimum Requirements

- 2.75 cumulative GPA or higher. GPA will be verified.
- Not have been found in violation of the UF Student Code of Conduct. Record will be verified.
- Full-time undergraduate student at UF through duration of teaching commitment.
- Participate in the spring 2008 selection process, attend all training classes (held once a week starting 2/19 through 4/20) and events, and register for IDH 3931 during fall 2008.
- Attend the 2008 Peer Leader Retreat scheduled for Sunday, February 24th, 11am-6pm.
- Attend the Teaching Teams Mini-Conference either April 24th 2-5pm or April 25th 9am-Noon.
- Exhibit leadership potential and a strong commitment to the mission of New Student Programs.
- Agree to abide by professional and ethical standards of conduct, including following all university regulations and civic laws, from the point of selection through the end of teaching commitment. [*Peer Leaders may be dismissed if they are found in violation of any civic law or university regulation.*]
- Exhibit the ability to work effectively with a faculty or staff teaching partner, as well as a cohort of new students.
- Possess a strong interest and desire to help new students make a positive transition to UF.

Position Responsibilities

Responsibilities may vary with each teaching team relationship. It is imperative Peer Leaders meet regularly with their teaching partner to plan each class and effectively communicate with one another.

Some responsibilities may include:

- Become familiar with the needs of new students.
- Develop a rapport with new students.
- Be accessible and willing to assist with informational needs of students.
- Collect and respond to weekly journal assignments from students.
- Plan out-of-class activities such as the service project component of the course.
- Prepare and conduct well-organized presentations, class discussions, and activities on various topics.
- Serve as an academic and social role model.
- Communicate accurate and timely information to students about academic and student resources.
- Respond appropriately to feedback and evaluations.
- Complete IDH 3931 assignments in a timely fashion.

Remuneration

Peer Leaders will receive upper-division elective course credit by registering for IDH 3931 in fall 2008 (2-credit tuition-charged course), as well as an incredibly rewarding experience working with a UF faculty or staff member, first-year students, and other peer leaders.

First-Year Florida 2008 Special Sections Descriptions

The following sections of First-Year Florida are open to specific populations and may have special requirements for Peer Leaders.

College of Business Warrington Welcome:

Open to first-year students with majors in the College of Business. Peer Leaders must be Business majors. Prefer candidates who have participated in the Florida Leadership Academy, but not required.

College of Nursing:

Open to first-year students with majors in the College of Nursing. Peer Leaders must be Nursing majors.

College of Engineering:

Open to first-year students with majors in the College of Engineering. Peer Leaders must be Engineering majors or participated in EFTP or STEPUP.

College of Education:

Open to first-year students with majors in the College of Education. Peer Leaders must be Education majors.

Leader-Scholar Program:

Open to first-year students participating in the Trusler Leader-Scholar Program through the Department of Housing and Residence Education. Prefer candidates who have participated in the Leader-Scholar Program, but not required.

Gatorwell:

Open to first-year students, with a target audience of those who live in Jennings or Springs. Peer Leaders must have an interest in "wellness" (visit www.shcc.ufl.edu/gatorwell for additional information).

Florida Opportunity Scholars (FOS):

Open to all first-year Florida Opportunity Scholars students. FOS is a scholarship for students who are first in their families to go to college.

Pre-Law:

Open to students planning to enter law school. Peer Leaders must be pre-law.

Exploratory:

Open to students who are undecided about their major. No special requirements for Peer Leaders.

First-Year Florida 2008 Peer Leader Application

Name _____ UFID # _____

Gatorlink E-mail Address _____ Cumulative GPA _____

Major _____ First Semester at UF (ex: Fall '06) _____

Local/ Cell Phone _____ Anticipated Grad Date _____

Local Address _____

Home Address _____

Have you taken First-Year Florida? Yes No Who was the instructor? _____

When are you interested in teaching? (Check all that apply): Summer B '08 Fall '08 Spring '09

Please check any special sections that you are interested in teaching. (Descriptions are located on page 2):
 Warrington Nursing Pre-Law Education Engineering Leader-Scholar Program Gatorwell Exploratory FOS

Rank order training class times you prefer (1=first preference). Indicate with an "X" times you absolutely could not attend.
 _____ Mondays periods 8-9 (3pm-4:55pm) _____ Wednesdays periods 3-4 (9:35am-11:30am)
 _____ Thursdays periods 10-11 (5:10pm-7:05pm)

Please address the following questions typewritten on a separate page.

1. What interests you about becoming a peer leader? Describe any experiences you have had teaching, facilitating, or leading students. Finally, in what ways do you hope to grow as a result of this experience?
2. Describe one of the most meaningful classroom experiences you have had at the University of Florida. How can you create a similar environment as a peer leader?
3. How are you an example of a successful and responsible University of Florida student? How will you be an academic and social role model for incoming students?
4. If you are interested in teaching any of the special sections of First-Year Florida (checked above), please attach an explanation of why you are qualified to teach that section.
5. If you have been found in violation of the UF Student Code of Conduct, please attach an explanation.

*Please submit contact information for two individuals who will complete the reference forms for you. One must be a UF Faculty or Staff member who can speak to your performance in the classroom and the other reference can be a person of your choice (a character reference). **Undergraduate students may not serve as a reference** for you yet graduate students who have taught and/or supervised you may. *If you took First-Year Florida, at least one recommendation should be completed by the course instructor.*

UF Faculty/Staff member's name _____ Title _____ Phone _____

Name of 2nd reference _____ Title _____ Phone _____

I have read and understood the attached job description and expectations. I understand that my GPA and judicial record may be verified by New Student Programs. I certify that the above information is accurate and truthful to the best of my knowledge.

Signature _____

Date _____

*Please return this application to New Student Programs, P202 Peabody Hall, by **Wednesday, January 23rd at 4:30pm.** Late applications will **not** be accepted, so please allow plenty of time to complete this application.*

5. Is this candidate a type of person whom others would view as a positive representative of the University of Florida and role model to new students? Is he/she a person others tend to respect?
6. What skills do you foresee this individual bringing to the classroom setting?

Please place a check mark under the rating which pertains for each item. Your candid observations and comments will be greatly appreciated.

	Highly developed	Developed	Still developing	Not developed	No chance to observe
Conflict management skills					
Customer service skills					
Emotional maturity					
Positive demeanor/attitude					
Responsibility/reliability					
Integrity					
Patience					
Team player					
Work ethic/punctuality					
Flexibility/adaptability					

Please check any of the below words that you have witnessed this candidate exhibit:

- Role model
 Quick learner
 Ethical
 Friendly
 Confidence
 Dedicated
 Helpful
 Selfless
 High energy
 Intelligence
 Inclusive
 Professional demeanor
 Problem solver
 Calm
 Effective communicator
 Observant
 Self Aware
 Team player
 Mature
 Takes initiative

After reading the position description, would you recommend this candidate for the Peer Leader Staff?

- Highly recommend
 Recommend
 Recommend with reservations
 Would Not Recommend

Additional Comments:

Signature: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Position/Title: _____

Please return this recommendation by **Friday, January 25th 2008** to:
 New Student Programs, P202 Peabody Hall, PO Box 114075, Gainesville, FL 32611-4075
 352-392-5566 (fax); 352-392-1261 ext. 236 (voice)

Peer Leader 2008 Candidate Recommendation: Character reference

Candidate's Name: _____

I request that _____ complete this form as a reference in support of my candidacy for the Peer Leader position

Under the provision of the Family Educational Rights and Privacy Act: (check one)

- I have retained my right of access to this reference. (Candidate will have access to this form.)
- I have waived my right of access to this reference. (Candidate will not have access to this form.)

Candidate's Signature: _____ Date _____

First-Year Florida is an extended orientation course for first-year students. Limited to less than 25 students, FYF is co-taught by a UF faculty or staff member and an undergraduate peer leader. Specific objectives include the development of 1) skills for academic and personal success, 2) an appreciation for and commitment to being a part of a diverse learning community, and 3) the personal, social, emotional, and intellectual skills necessary for involvement in leadership and service throughout the student's career in the university community. Peer Leaders serve as peer advisors and resources, as well as role models for FYF students, and representatives of the University of Florida. They will have the opportunity to assist the faculty instructor with the planning and execution of course lesson plans. Through the spring training (IDH 3931) and fall opportunities, peer leaders will be responsible for a specific body of knowledge about the university and must be sincerely interested and skillful in sharing this knowledge with FYF participants.

In answering the following questions, please cite specific examples whenever possible. If you haven't had the opportunity to observe the candidate please indicate as such.

1. Please indicate how well you know this person and in what capacity.

2. Would you say this candidate is a reliable and responsible individual? If so, how have you observed this?

3. Have you observed this candidate's reaction to pressure or frustration? Please comment on his/her ability to deal with difficult and demanding situations and/or conflict.

4. What do you see as this candidate's strengths and limitations?

(Continued on second page)

5. Is this candidate a type of person whom others would view as a positive representative of the University of Florida and role model to new students? Is he/she a person others tend to respect?
6. What skills do you foresee this individual bringing to the classroom setting?

Please place a check mark under the rating which pertains for each item. Your candid observations and comments will be greatly appreciated.

	Highly developed	Developed	Still developing	Not developed	No chance to observe
Conflict management skills					
Customer service skills					
Emotional maturity					
Positive demeanor/attitude					
Responsibility/reliability					
Integrity					
Patience					
Team player					
Work ethic/punctuality					
Flexibility/adaptability					

Please check any of the below words that you have witnessed this candidate exhibit:

- Role model
 Quick learner
 Ethical
 Friendly
 Confidence
 Dedicated
 Helpful
 Selfless
 High energy
 Intelligence
 Inclusive
 Professional demeanor
 Problem solver
 Calm
 Effective communicator
 Observant
 Self Aware
 Team player
 Mature
 Takes initiative

After reading the position description, would you recommend this candidate for the Peer Leader Staff?

- Highly recommend
 Recommend
 Recommend with reservations
 Would Not Recommend

Additional Comments:

Signature: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Position/Title: _____

Please return this recommendation by **Friday, January 25th 2008** to:
 New Student Programs, P202 Peabody Hall, PO Box 114075, Gainesville, FL 32611-4075
 352-392-5566 (fax); 352-392-1261 ext. 236 (voice)