PEER MENTOR & ORIENTATION LEADER APPLICATION

Return completed applications to Stephanie Sarvana, Associate Director of Student Affairs.

DEADLINE: FRIDAY, MARCH 8, 2013

	I want to apply to be a Peer Mentor and Orientation Leader!
	Peer Mentors must also serve as Orientation Leaders in order to be fully involved in welcoming the first year students to campus. Please see the Position Agreement (attached) for full details.
	☐ I have read and signed the Peer Mentor Position description and Agreement.
	☐ I have read and signed the Orientation Leader Position Description and Agreement.
	☐ I have completed the attached application for Peer Mentor/Orientation Leader.
	$\hfill\Box$ I have answered Questions 1–8 of the application and have attached my typed answers to this application.
	☐ I have asked for THREE references: TWO from faculty/staff/supervisors and ONE from a fellow Corcoran student. (Please use the attached forms.)
	☐ I have attached a copy of my unofficial transcript.
] ,	□ I have attached a copy of my unofficial transcript. want to apply to be just an Orientation Leader!
] ,	
] ,	want to apply to be just an Orientation Leader!
] i	want to apply to be just an Orientation Leader! I have read and signed the Orientation Leader Position Description and Agreement.
]	 want to apply to be just an Orientation Leader! I have read and signed the Orientation Leader Position Description and Agreement. I have completed the attached application for Orientation Leader. I have answered Questions 1–4 of the application and have attached my typed

Questions? Please email ssarvana@corcoran.org.

2013-2014 Peer Mentor Position Description & Agreement

Peer Mentoring Program Mission

The Corcoran Student Peer Mentoring Program will help first year students make a smooth transition into Corcoran life by creating a positive student experience and enhancing personal growth and academic success. The program will be driven by the needs and interests of the mentees with a focus on flexibility and engagement. Peer mentors will serve as resources and role models, and will act as knowledgeable referral agents.

Required Qualifications

- Students who will be a sophomore, junior, or senior during the 2013-2014 academic year.
- Minimum 3.0 cumulative GPA.
- Excellent interpersonal and communication skills.

Time Commitment Requirement

- Peer mentors must be available to attend training the week of August 19-23, 2013.
- Peer mentors must serve as Orientation Leaders during New Student Orientation, August 24–27, 2013.
- Peer mentors must be willing to serve as a mentor for the entire academic year. Peer mentors
 are contracted for one semester at a time, but since mentees have the option of extending into
 the spring semester, mentors must be willing to serve for the duration of the academic year.
 Students who participate in a semester long study abroad or mobility program will be allowed to
 break their mentor contract.

Peer Mentor Responsibilities

- Serve as a peer-level point of contact for incoming first-semester students, and in this capacity
 be available to listen and support, and refer new students to appropriate staff members for
 further assistance.
- Mentors will lead hour-long discussions with their mentor once every two weeks using the specific topics outlined in the program calendar.

 Mentors will engage with their mentees during non-meeting weeks either in-person (hang-ou time or special activity) or via phone call, chat, or email. 			
Mentors must attend mentor training sessions and all Peer Mentoring Program group meetings			
 Mentors must submit a mid-semester and end of semester evaluation of their experience as a peer mentor. 			
Mentors must be positive role models and represent the Corcoran well.			
Compensation			
Mentors will receive a \$250 stipend per semester.			
Agreement			
I have read, understand and agree to abide by the Peer Mentor Agreement as described above.			
Name:			
Signature:			
Date:			

2013-2014 Orientation Leader Position Description & Agreement

Position Description

New Student Orientation will select a group of mature and dedicated undergraduate leaders to assist with implementing orientation programs for fall. Orientation Leaders serve as resources for new students and family members, who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of the Corcoran. Orientation Leaders are expected to possess a specific body of knowledge about the Corcoran acquired through training and experience, and they must be sincerely interested and skillful in sharing this information with orientation participants. Selection to the Orientation Leader team is a unique honor and a rewarding opportunity for personal and professional growth.

Minimum Qualifications

- Good academic standing, with a minimum cumulative GPA of 2.5
- Good disciplinary standing
- Knowledge of and commitment to the mission and goals of Orientation
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, knowledge of and enthusiasm for the Corcoran College of Art + Design
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members, students, and parents
- Desire to learn about the College's community, programs, resources, policies, and procedures
- Flexibility, responsibility, and willingness to assist others

Orientation Leader Roles & Responsibilities

- Attend and participate in all training sessions August 19–23, 2013.
- Be available from 8am to 8pm during New Student Orientation, August 24–27, 2013.
- Serve as a positive representative of the Corcoran to new students and their guests.
- Answer questions about both social and academic aspects of Corcoran life.
- Facilitate new students' introduction to the Corcoran by maintaining an open, helpful attitude and using effective communication techniques.
- Promote interaction among new students during small group discussions, icebreakers, meals, and activities.
- Facilitate small group interactions on various topics, including course enrollment and student life issues.

- Explain academic advising and course enrollment procedures and answer basic questions about requirements, course loads, and elective classes.
- Facilitate social activities for new students through direct involvement and participation.
- Work closely and cooperate with other Orientation Leaders and Office of Students Affairs staff to develop, prepare, implement, and evaluate Orientation programs.
- Provide administrative support for the program, including preparation of Orientation materials.
- Work with Orientation staff to assist with and support all aspects of the Orientation program, including Move-In Day and Fall Orientation.

Compensation

- Meals will be provided during all training sessions and during required orientation activities.
- Orientation leaders will receive a \$100 stipend.
- Free Corcoran T-shirts will be provided

Agreement

I have read, und	erstand and agree to abide by the Orientation Leader Agreem	ent as described above.
Name:		
Signature:		
Date:		

CORCORAN COLLEGE of ART + DESIGN **2013-2014 Peer Mentor and Orientation Leader Application**

Application Due Date: Friday, March 8, 2013 by 5 p.m.

Return Completed Form to: Stephanie Sarvana

Corcoran College of Art + Design 500 Seventeenth Street, NW Washington, DC 20006-4804

Name of Applicant:		
Local Address:		
Local City:	State:	Zip:
Local Phone:	Local Email:	
Current Major:	Current Cumulative GPA:	
I am applying for:		
□ Peer Mentor/Orientation Leader (Pe Orientation (Aug. 24-27, 2012) and atte	eer Mentors are required to serve as orier end training (August 19-23, 2013.)	ntation leaders during New Student
□ Orientation Leader I do not want to	be considered for the peer mentor positi	on.
Signature	Date	
*******		****

All applicants should submit the following required items:

- The Peer Mentor/Orientation Leader Application
 ** answer application questions in typed format and attach **
- 2) Signed Orientation Leader Agreement and signed Peer Mentor Agreement (if applicable).
- 3) THREE Reference Forms are required. The reference persons should submit the Reference Forms directly to Stephanie Sarvana in the Office of Student Affairs by Friday, March 8, 2013. If possible, TWO references should be from Corcoran staff or faculty members, or a recent supervisor, and ONE reference should be from a fellow Corcoran student. Transfer students may use references from a former institution or employer. (PLEASE USE THE ATTACHED REFERENCE FORMS)
- 4) Each candidate must submit a copy of their **unofficial Corcoran transcript** (available on myCorcboard).

Please answer the following questions:

1.) Are you willing and able to abide by the Corcoran's privacy policy and attend FERPA (Family Educational Rights and Privacy Act) training? Yes No
2.) Have you ever been convicted for any violation(s) of law? Yes No
If yes, explain:
3.) Have you ever been found guilty of an honor code violation? Yes No If yes, explain:
4.) Have you ever been found guilty of a student conduct code violation? Yes No If yes, explain:
Please list past job experiences, activities, and campus involvement (this could include volunteer work):
Please list any commitments that you will have in the next academic year, other than attending classes (i.e. other employment, volunteering, extracurricular activities)

Questions for Orientation Leader and Peer Mentor applicants

Answer the following questions on separate paper. Responses must be typed. Submit your answers by attaching them to this application.

- 1. What are the most important aspects of New Student Orientation? In your opinion, what is the most important aspect of the Orientation Leader role?
- 2. Describe the qualities that you possess that you believe will make you a good leader and positive role model.
- 3. What are some of your ideas for orientation activities?
- 4. What motivates you to become an Orientation Leader? What do you hope to learn/gain from being an O.L.?

Questions for <u>Peer Mentor Applicants only</u> (Orientation Leader applicants only need to respond to questions 1–5.)

- 5. Why are you interested in becoming a Peer Mentor?
- 6. Students face a variety of new situations in college that are stressful and that they lack the experience to effectively manage. Describe two new stressful situations that a freshman might face (in or out of the classroom) at the Corcoran and how you as a mentor would help your mentee feel more comfortable with these situations?
- 7. Factors that influence a student's sense of self include gender, age, ethnicity, socioeconomic status, outlook, commitment, and values. As a mentor, you will need to be sensitive to these factors and attempt to understand how they may impact your mentee's sense of self. How might one of these particular factors influence a student's transition to college?
- 8. Sometimes mentees can be difficult to get in touch with or they may skip meetings. You may feel like they are ignoring you. **As a mentor, how would you handle this type of situation?**

Candidates will be selected for interviews in late March. The purpose of the interview is to determine the candidate's general suitability for the Peer Mentor/Orientation Leader positions, ascertain his/her knowledge of the job, and discuss his/her ideas and insights into his/her ability to build and foster a community. If selected for an interview, you may wish to think about the following:

- 1. Your extra-curricular commitments between August 19, 2013 and August 27, 2014.
- 2. Your perception and knowledge of the position
- 3. Your ability to lead a diverse group of students
- 4. Your specific qualifications and limitations
- 5. Possible situations you might encounter as a Peer Mentor or O.L.
- 6. Your abilities and insights regarding teamwork

Reference Form #1 for Orientation Leader and Peer Mentor Candidates

Friday, March 8, 2013

Reference Form Due Date:

Return Completed Form to: Stephanie Sarvana Office of Student Affairs Corcoran College of Art + Design 500 Seventeenth Street, N.W. Washington, DC 20006-4804 To be completed by Applicant: Name of Applicant: ____ Name of Reference: Please Check One: I would like to have access to this reference form and understand that I may see it upon request. I waive my right of access to this reference form and understand that the information herein will be held confidential. What is the nature and extent of your relationship with the person providing this reference? (i.e. teacher, supervisor, etc.) Please check the position(s) that you are applying for below: _ Orientation Leader The candidate named above has applied for an Orientation Leader position with the Office of Student Affairs. As an O.L., this person will lead a group of approximately 15 incoming students during New Student Orientation. An O.L. serves as a role model, community builder, resource person, advisor, and representative of the Office of Student Affairs. His/her success depends upon both commitment and attitude. An Orientation Leader should display a good understanding of College resources, as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader in our program by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

____ Peer Mentor
The candidate named above has applied for a Peer Mentor position for the next academic year. As a peer mentor, this person will be working one-on-one with a first year student to help him/her acclimate to academic and social life here at the Corcoran, as well as to life outside of school. This is not a tutoring position, but rather a position that requires the mentor to be a knowledgeable Corcoran referral agent who can help point his/her mentee in the right direction for various issues and connect him/her to opportunities and resources.

To be completed by the Reference Person of the above applicant:

The candidate named above has applied for an Orientation Leader/Peer Mentor position with the Corcoran. A Student selected for any of these positions will serve as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. The student should display a good understanding of confidentiality as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

carries the work to completion.	L.		ESSION: Consider your reaction to this candidate: poise, mannerisms, and
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		1.	
Comments: Comments:		3.	·
2. INITIATIVE: Consider the ease and vigor with which this candidate approaches a new situation and carries the work to completion.		4.	Very favorable impression, outstanding.
2. INITIATIVE: Consider the ease and vigor with which this candidate approaches a new situation and carries the work to completion.			
	2.	INITIATIVE: Cons	sider the ease and vigor with which this candidate approaches a new situation and
		1.	Depends primarily on others.
		3.	Usually self-motivated, needs occasional stimulation.
COOPERATIVENESS: Consider attitude and ability to work with others; how the candidate gets alor with superiors, equals and subordinates; receptiveness to suggestions and criticisms.			
3. COOPERATIVENESS: Consider attitude and ability to work with others; how the candidate gets alor with superiors, equals and subordinates; receptiveness to suggestions and criticisms.		Comments:	
4. RESPONSIBILITY: Consider the degree to which this candidate is dependable, prompt, accurate and conscientious. 1. Satisfied just to get by. Sometimes unreliable2. Works hard if interested3. Needs occasional stimulation. Does routine work well under supervision4. Does an excellent job on assignments. Completely dependable.		1. Indi 2. 3. 4.	vidualistic: not a team worker, causes conflict in a group. Can do satisfactory work with others. Works well with others. Very cooperative. Strong force for group morale.
conscientious. 1. Satisfied just to get by. Sometimes unreliable2. Works hard if interested3. Needs occasional stimulation. Does routine work well under supervision4. Does an excellent job on assignments. Completely dependable.			·
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understanding	of new concepts and the ability to express thoughts.
1.	Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.
2.	Grasps problems and ideas readily. Better than average expression.
3.	Exceptional ability to think reflectively. Unusual facility of clear expressions.
Comments:	
	nsider degree to which this candidate has developed adult habits.
1.	Seems immature.
2. 3.	Displays average maturity for age.
3.	Has patience to persevere. Is well adjusted. Appears to be stable.
4.	Shows exceptionally good judgment. Very mature for age.
Comments:	
	ABILITY: Consider direction and control of this candidate's emotional response,
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9.	LEADERSHIP:	Consider the candidate's ability to move into this type of position.
	1.	Unresolved personal problems may hinder dealing with people.
	2.	Has limited potential as leader; follows majority.
	3.	Demonstrates self-reliance, initiative. Has ability to lead.
	4.	Shows administrative ability, sensitivity, is a natural leader. Has high ambition. Excellent potential.
	Comments:	
10.		COMMENTS: Cover characteristics important in working with people. Expand on other rengths and weaknesses. Please use back if necessary.
		
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l ur	nderstand that	the applicant:Does have access to this form.

Reference Form #2 for Orientation Leader and Peer Mentor Candidates

Reference Form Due Date: Friday, March 8, 2013 Return Completed Form to: Stephanie Sarvana Office of Student Affairs Corcoran College of Art + Design 500 Seventeenth Street, N.W. Washington, DC 20006-4804 To be completed by Applicant: Name of Applicant: ____ Name of Reference: Please Check One: I would like to have access to this reference form and understand that I may see it upon request. I waive my right of access to this reference form and understand that the information herein will be held confidential. What is the nature and extent of your relationship with the person providing this reference? (i.e. teacher, supervisor, etc.) Please check the position(s) that you are applying for below: Orientation Leader The candidate named above has applied for an Orientation Leader position with the Office of Student Affairs. As an O.L., this person will lead a group of approximately 15 incoming students during New Student Orientation. An O.L. serves as a role model, community builder, resource person, advisor, and representative of the Office of Student Affairs. His/her success depends upon both commitment and attitude. An Orientation Leader should display a good understanding of College resources, as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader in our program by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

__ Peer ivientor

The candidate named above has applied for a Peer Mentor position for the next academic year. As a peer mentor, this person will be working one-on-one with a first year student to help him/her acclimate to academic and social life here at the Corcoran, as well as to life outside of school. This is not a tutoring position, but rather a position that requires the mentor to be a knowledgeable Corcoran referral agent who can help point his/her mentee in the right direction for various issues and connect him/her to opportunities and resources.

To be completed by the Reference Person of the above applicant:

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11.	GENERAL IMPR	ESSION: Consider your reaction to this candidate: poise, mannerisms, and
	friendliness. Pl	ease try not to over emphasize first impressions.
	1.	Unfavorable impression.
	2.	
	3.	Makes favorable impression.
	4.	Very favorable impression, outstanding.
12.	INITIATIVE: Cor	nsider the ease and vigor with which this candidate approaches a new situation and k to completion.
	1.	Depends primarily on others.
		Capable of routine work.
	3.	Capable of routine work. Usually self-motivated, needs occasional stimulation.
	4.	Displays initiative—is self motivating.
	Comments:	
13.	with superiors,1. Ind234.	
14.	conscientious1234.	Y: Consider the degree to which this candidate is dependable, prompt, accurate and Satisfied just to get by. Sometimes unreliable. Works hard if interested. Needs occasional stimulation. Does routine work well under supervision. Does an excellent job on assignments. Completely dependable.
	Comments:	

15.		RBAL ABILITY: Consider the speed with which this candidate grasps new ideas, has f new concepts and the ability to express thoughts.
	1.	Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.
	2.	Grasps problems and ideas readily. Better than average expression.
	3.	Exceptional ability to think reflectively. Unusual facility of clear expressions.
	Comments:	
16.		sider degree to which this candidate has developed adult habits.
	1.	Seems immature.
	2.	Displays average maturity for age.
	2. 3. 4.	Has patience to persevere. Is well adjusted. Appears to be stable.
	4.	Shows exceptionally good judgment. Very mature for age.
	Comments:	
		·
17.	evenness of disposition 1234.	Very stable, always well controlled.
	Comments:	
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18.		ITY: Consider this candidate's sensitivity to and understanding of reactions and duals and of groups, and the ability to make an effective response to them. Often not alert to other people's feelings.
	2.	Sometimes shows social sensitivity, not always able to respond effectively to
		feelings and reactions of others.
	3.	Sensitive to other individuals and responsive to them.
	4.	Exceptionally sensitive and responsive to the feelings of others.
	Comments:	
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19.	LEADERSHIP:	Consider the candidate's ability to move into this type of position.
	1.	Unresolved personal problems may hinder dealing with people.
	2. 3.	Has limited potential as leader; follows majority.
	3.	Demonstrates self-reliance, initiative. Has ability to lead.
	4.	Shows administrative ability, sensitivity, is a natural leader. Has high ambition. Excellent potential.
	Comments:	Executive potential.
20.		COMMENTS: Cover characteristics important in working with people. Expand on other rengths and weaknesses. Please use back if necessary.
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l ur	nderstand that	the applicant:Does have access to this form.

Reference Form #3 for Orientation Leader and Peer Mentor Candidates

Friday, March 8, 2013

Reference Form Due Date:

Return Completed Form to: Stephanie Sarvana Office of Student Affairs Corcoran College of Art + Design 500 Seventeenth Street, N.W. Washington, DC 20006-4804 To be completed by Applicant: Name of Applicant: ____ Name of Reference: Please Check One: I would like to have access to this reference form and understand that I may see it upon request. I waive my right of access to this reference form and understand that the information herein will be held confidential. What is the nature and extent of your relationship with the person providing this reference? (i.e. teacher, supervisor, etc.) Please check the position(s) that you are applying for below: Orientation Leader The candidate named above has applied for an Orientation Leader position with the Office of Student Affairs. As an O.L., this person will lead a group of approximately 15 incoming students during New Student Orientation. An O.L. serves as a role model, community builder, resource person, advisor, and representative of the Office of Student Affairs. His/her success depends upon both commitment and attitude. An Orientation Leader should display a good understanding of College resources, as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader in our program by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

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21.	GENERAL IMPRE	SSION: Consider your reaction to this candidate: poise, mannerisms, and
	friendliness. Ple	ase try not to over emphasize first impressions.
	1.	Unfavorable impression.
	2.	No particular impression.
	3.	
	4.	Very favorable impression, outstanding.
22.		sider the ease and vigor with which this candidate approaches a new situation and
	1.	Depends primarily on others.
		Capable of routine work.
	3.	Capable of routine work. Usually self-motivated, needs occasional stimulation.
	4.	Displays initiative—is self motivating.
	Comments:	
	with superiors, 61. Indi234.	ESS: Consider attitude and ability to work with others; how the candidate gets along equals and subordinates; receptiveness to suggestions and criticisms. vidualistic: not a team worker, causes conflict in a group. Can do satisfactory work with others. Works well with others. Very cooperative. Strong force for group morale.
24.	RESPONSIBILITY conscientious1234.	: Consider the degree to which this candidate is dependable, prompt, accurate and Satisfied just to get by. Sometimes unreliable. Works hard if interested. Needs occasional stimulation. Does routine work well under supervision. Does an excellent job on assignments. Completely dependable.
	Comments:	

25.	MENTAL AND VERBAL ABILITY: Consider the speed with which this candidate grasps new ideas, has understanding of new concepts and the ability to express thoughts.		
	1.	Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.	
	2.	Grasps problems and ideas readily. Better than average expression.	
	3.	Exceptional ability to think reflectively. Unusual facility of clear expressions.	
	Comments:		
26.		sider degree to which this candidate has developed adult habits.	
	1.	Seems immature.	
	2.	Displays average maturity for age.	
	2. 3. 4.	Has patience to persevere. Is well adjusted. Appears to be stable.	
	4.	Shows exceptionally good judgment. Very mature for age.	
	Comments:		
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27.	evenness of dispo 1. 2. 3. 4.	Very stable, always well controlled.	
	Comments:		
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28.		ITY: Consider this candidate's sensitivity to and understanding of reactions and duals and of groups, and the ability to make an effective response to them. Often not alert to other people's feelings.	
	1. 2.	Sometimes shows social sensitivity, not always able to respond effectively to	
		feelings and reactions of others.	
	3.	Sensitive to other individuals and responsive to them.	
	4.	Exceptionally sensitive and responsive to the feelings of others.	
	Comments:		
		·	

	LEADERSHIP: Consider the candidate's ability to move into this type of position. 1. Unresolved personal problems may hinder dealing with people.			
		Has limited potential as leader; follows majority.		
	2. 3.	Demonstrates self-reliance, initiative. Has ability to lead.		
	4.	Shows administrative ability, sensitivity, is a natural leader. Has high ambition.		
		Excellent potential.		
	Comments:			
		MMENTS: Cover characteristics important in working with people. Expand on other ngths and weaknesses. Please use back if necessary.		
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l ur	nderstand that th	e applicant:Does have access to this formDoes not have access to this form.		