

***University Studies Mentor Program  
Application Packet  
2008***

*Thank you for your interest in applying to be either a Peer or Graduate mentor in University Studies. Please follow the directions outlined in the packet carefully. We look forward to reading your application.*

**We strongly encourage you to attend the PSU Student Leadership Conference as part of the application process. It is held in mid-January 2008. The date and times of the conference will be posted on our website when announced.**

**We will conduct an information session during the conference.**

**In addition, you will have the opportunity to learn leadership skills that will serve you well as a mentor, meet other student leaders, and learn about other PSU student leadership opportunities.**

**UPDATE:**

**The 6th Annual Student Leadership Conference will be held Friday, January 25, 2008 from 11:00 a.m. - 4:30 p.m. in the Smith Memorial Student Union Ballroom.**

**For more information and to register please visit:**

**[http://web.pdx.edu/~salp/salp\\_saga/index.php?pageName=6th\\_leadership\\_conference\\_info](http://web.pdx.edu/~salp/salp_saga/index.php?pageName=6th_leadership_conference_info)**

# Application for New Mentors

## University Studies

**To apply for a mentor position you must meet the following minimum qualifications:**

Have a minimum 3.0 GPA

***For Peer Mentor position:*** Have close to 90 credits or more by Fall Term of the next academic year (the year you would be a mentor).

***For Graduate Mentor position:*** Be admitted into a graduate program by Fall Term of the next academic year.

*\*\*Note: You can apply for this position if you have not been accepted yet. However, we will only be able to hire you if you are an admitted graduate student.*

I am interested in applying as a (please circle): Peer Mentor Graduate Mentor

Name: \_\_\_\_\_

PSU Student ID.# \_\_\_\_\_

SS# \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Major or Field of Study: \_\_\_\_\_

**Undergrad:** Level Next Year (circle):    Junior            Senior

**Grad:** Level Next Year: (circle):            1<sup>st</sup>                    2<sup>nd</sup>                    3<sup>rd</sup>

## Checklist for Application Materials

- A completed Application for Mentor Position form.
- A letter of application describing why you would like to become a mentor.
- Because we see the value of community in facilitating learning, it is important that our mentors share the same value system. Please write a brief 2-3 page essay describing how learning is enhanced by the establishment and maintenance of a sense of community. Examples from your own experience are welcome.
- A minimum 3-5 page writing sample from college coursework.
- Unofficial transcript(s) of college work. (You can download this from the PSU Webpage.)
- Two letters of recommendation from faculty members. (OK to submit them separately; OK for faculty to email them to: [reynoldsc@pdx.edu](mailto:reynoldsc@pdx.edu)). One of these letters can be from a mentor in a UNST studies course.
- A brief resume which includes your name, address, telephone number, e-mail address, an outline of paid and/or unpaid work experiences, any special experiences in scholarship beyond coursework, and a listing of computer software with which you are familiar. Please include all these elements in your resume.
- The Understanding and Expectations document (p. 4-5).
- Review the Technology Competencies (p 6). **DO NOT complete them.** New mentors will have the opportunity to demonstrate these competencies in the Spring term, 2008. We just want to share our expectations
- Two self-addressed, self-stamped letter sized (#10) envelopes which will be used to inform you about the status of your application and interview process.

**Applications are due Friday, January 25, 2008, 5 p.m., in 117 Cramer Hall.**

**Interviews will be held in February.  
You will be notified via letter and email for an interview.**

### **Understandings and Expectations**

Because there is a lot of detail involved in being a University Studies mentor, we want to make sure that you understand the expectations associated with being a mentor. Please **initial** each of the statements below to indicate that you have read and understand these conditions. Please submit this with your application. Make a copy of this for yourself also.

#### **Compensation**

\_\_\_\_\_ All undergraduate Peer Mentors receive a Laurel's Scholarship that will pay the equivalent of twelve credits of **in-state** tuition. **This does not include student fees.** In addition, you will receive a monthly stipend. This year the stipend is \$420.

\_\_\_\_\_ All Grad Mentors are appointed as .25 FTE Graduate Teaching Assistants. This appointment includes tuition for nine graduate credits (**no student fees**) and a monthly stipend of approximately \$510.

#### **Expectations**

For New Mentors:

\_\_\_\_\_ All new mentors are required to take a four-credit education course in the spring. If it is not to your advantage to take this course for credit, you can opt to get the credit later or just attend the class without credit. This is an actual four credit course with a workload similar to other four credit courses. Two sections of the class will be offered:

- **Wednesdays, 6-8:50 pm or Fridays, 9-11:50.**

\_\_\_\_\_ I can attend Wednesdays, 6-8:50

\_\_\_\_\_ I can attend Fridays, 9-11:50

\_\_\_\_\_ I don't know my schedule yet but will plan on one of these times

There will also be one "mentor" session that you will need to take that is associated with the spring course:

- **W 4-5, W 5-6, F 8-9 am, F 12:00-1:00.** (times are subject to change)

\_\_\_\_\_ I can attend one of these mentor sessions.

\_\_\_\_\_ All new mentors must complete the technology competencies outlined on the university studies webpage by June 15, 2008. If you cannot complete them without training, you will also need to attend and/or enroll in a one credit course called Teaching Technology. This course will result in the completion of your technology competencies. Times for this course will be announced at the interview. There will be several times offered.

For all Mentors:

\_\_\_\_\_ All mentors must have a minimum 3.0 GPA by the end of Summer 2008. If you are offered a position and you do not have a 3.0 at that time, your offer will be rescinded. Undergraduate mentors must complete at least 12 credits each term.

\_\_\_\_\_ All mentors must be present at the training and planning time in the Fall. This training will involve approximately 15 hours per week before the Fall term classes start. You will be informed of the dates and times in mid-summer. If you cannot participate during this time, you will not be able to be a mentor. **Your contract starts September 16, 2008.**

\_\_\_\_\_ Mentors are expected to work approximately 10-20 hours per week. This time is spent in the classroom with your faculty partner, in your mentor sessions, meeting with your faculty partner(s) and fellow mentors, and participating in activities that enhance the mentor community, e.g. ongoing training and committee work.

\_\_\_\_\_ Because of the actual time demands and the emotional demands that this position entails, it is not advisable for students to take excessive credits or work a great number of hours at another job. We see this position as a unique learning experience for the mentors and want you to be able to enjoy and grow in this position.

\_\_\_\_\_ Mentors are expected to conduct themselves professionally with their students, their fellow mentors, and their faculty partners. Mentors are expected to promote and demonstrate the behaviors expected in the Student Conduct Code. For more information about the Student Conduct Code, see: <http://www.pdx.edu/dos/conductcode.html> .

\_\_\_\_\_ All Mentors are expected to participate in a one hour per week Mentor Development Team meeting throughout the year. This is a professional development opportunity lead by experienced mentors. It also serves as a staff meeting. Mentors can receive one academic credit for this if they desire.

***I have read the Understanding and Expectations document carefully and thoroughly. I understand that if I am chosen to be a mentor, this document***

*will become part of my file and will serve as evidence that I understand the requirements and expectations of this position.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Mentor Technology Competencies '07 – '08 For Information ONLY

*To be completed during the Spring Training Course. Not part of application.*

### **Web Page Design**

- To complete this competency, students must submit a URL to a website they have created. It could be an e-portfolio you created for your Freshman Inquiry class or one you have built for other purposes. It should be obvious that you are the author of the website.
- Create a reflective teaching and learning e-portfolio as part of the Mentor Training course

### **Adobe Photoshop**

- Digitally acquire a picture of yourself. This can be done with a digital camera or a scanner. We will be taking pictures with a digital camera in class the day of the Photoshop lesson.
- Place your image over a new background image.
- Using a drawing tool, add something to your canvas.
- Apply a filter to something on the canvas.
- Add an image, or portion of an image, from the web to your canvas.
- Save file as a Photoshop file.
- Save file as a web ready file.
- Place web ready image on your web page for the digital portfolio assignment.
- Upload Photoshop file with a link to download from your web page.

### **Microsoft PowerPoint**

- Create a three slide presentation
- Slide one should contain your name, major, and whether you are a peer or grad mentor
- Slide two should contain a short bio and a graphic element
- Slide three should contain animated text elements of your choice
- Change the color of one line of text on any slide
- Make one word on any slide **Bold**
- Change the alignment of any line of type
- Apply a theme to your presentation
- Feel free to add any additional elements to your slide show
- Save your file and upload the file with a link to download from your web page

## Microsoft Excel

- Create a workbook with four worksheets
- Sheet 1--enter two columns of data of 10 rows each
- Using your data, create a column or bar chart and paste into Sheet 2
- Copy your chart and paste it into Sheet 3, then change the Chart Type to line or area
- Change the color of one element of either of your charts
- Copy your data into Sheet 4 and sort column A in ascending order
- Add column A with the result in row 11 using the Sum function
- Do the same for column B
- Save your workbook and upload the file with a link to download from your web page