



Wilkes University

First Year Student e-Mentor Program - 2022

Thank you for your interest in the First Year Student e-Mentor program. Attached you will find the following information:

- Program objectives and position qualifications
- Important dates for the Mentor selection process
- Program application
- Reference Request

Completed applications are **due to the Office of Student Development (Henry Student Center, Room 103) or emailed to melissa.howells@wilkes.edu by 4:00 pm on Monday, February 14, 2022**. Please refer to the Important Dates section for more information following submission of the application.

e-Mentor Information Sessions will be held to provide the opportunity to learn more information and details about the position. The sessions will be hosted **via ZOOM** on:

- Wednesday, January 26, 2022 at 12:00pm
- Friday, January 28, 2022 at 3:00pm
- Tuesday, February 1, 2022 at 12:00pm
- Wednesday, February 2, 2022 at 5:00pm
- Thursday, February 3, 2022 at 11:00am

ZOOM links can be found on Wilkes Today or at wilkes.edu/mentoring

If you have any questions regarding the FYS e-Mentor program, please feel free to contact me at 570.408.4645 or by email at melissa.howells@wilkes.edu.

Thank you,

Melissa Howells

Director, Student Development

2022 First Year Student e-Mentor Program

Description:

The mission of the Wilkes University First Year Student e-Mentoring Program is to ease the transition of new students to college and provide a supportive environment for academic success and personal growth. The program helps each new student connect with peers, upperclassmen, and the institution as a whole.

A First Year Student e-Mentor is a full-time undergraduate student who leads a group of approximately 12-25 new students throughout the first semester of their career at Wilkes University, beginning at summer Orientation and concluding at the end of the 2022 fall semester.

Objectives:

- To acquaint new students with all aspects of Wilkes University;
- To provide a resourceful environment for academic enrichment and personal growth;
- To support interactions and connections with peers, staff and faculty;
- To promote participation in meaningful campus activities.

Qualifications:

In order to apply for a FYS e-Mentor position, you must:

- Hold full-time undergraduate status;
- Have a 2.5 cumulative grade point average or higher (as of December 31, 2021);
- Possess NO active academic or disciplinary sanctions;
- Be available for all mandatory mentor events (outlined in the Important Dates section).

Expectations:

- Attend all meetings and events for FYS e-Mentors;
- Complete all mentoring programming components;
- Establish a climate of trust, support, and encouragement;
- Set positive examples for others in personal, academic, and social behavior;
- Be knowledgeable about campus services for appropriate referral;
- Lead and facilitate group discussion and activity;
- Attend and encourage attendance at various University sponsored events;
- Adhere to all guidelines set forth in the FYS e-Mentor contract and manual.

Important Dates for 2022 First Year Student e-Mentor Program

Please retain this page for your records.

Attendance is **REQUIRED at **ALL** events listed below**

Monday, February 14, 2022	Applications due to Student Development
Saturday, February 26, 2022 <i>(Time and Location to be determined)</i>	Group Process Group Process is a large-scale exercise where all applicants will participate in a series of events.
March 17 - 21, 2022	Interview Process If selected, applicants will move onto the second step in the hiring process: individual interviews with the hiring committee.
Friday, April 1, 2022	Notifications sent via Wilkes email
May 16 - 17, 2022	Spring/Orientation Training Session
Wednesday, July 6, 2022	Training Review Session
July 7, 8, 11, 12, 13, 2022	Orientation Sessions <i>*See notes on page 7 for more details*</i> **Must be available for at least 2 days of Orientation**
August 23 - 24, 2022	Fall Training Session
August 25 - 27, 2022	Move-in/Welcome Weekend Session
August 29 - September 2, 2022	Week of Welcome Programming
Various Dates	Group Fall Semester Programs
Sunday, December 11, 2022	End of Year Wrap-Up

2022 First Year Student e-Mentor Program Application

Please complete this form in its entirety and return to the Office of Student Development or emailed to melissa.howells@wilkes.edu by 4:00pm on Monday, February 14, 2022.

Applicant Information:

Name: _____ **WIN:** _____

Phone: _____ **Wilkes Email:** _____

Hometown, State: _____

Circle all that will apply to you for the Fall of 2022:

Sophomore Junior Senior P3

On campus Commuter Off-campus

Cumulative GPA (as of December 31, 2021): _____ *(Minimum 2.5 Required)*

Major(s): _____ **Minor(s):** _____

Will you be taking classes during the Summer Intersession? YES NO

Will you be pursuing a minor in Leadership? YES NO

Are you interested in enrolling in LDR 298 for Fall 2022? YES NO

Please see the notes on page 7 for more information on the course.

Please answer the following questions:

List activities you have been involved in or plan to be involved in while attending Wilkes:

What are three issues facing first-year college students?

What specific skills can you BRING to the e-Mentoring program?

What qualities or skills do you think you can GAIN from becoming an e-Mentor?

Please reflect on your experience in the e-Mentor Program. What did you like and how was it helpful for you?

Again, reflecting on your experience, what did you feel was missing? How can the e-Mentor program be improved?

What qualities do you think the best mentors possess?

Please provide a professional reference:

First Year Student e-Mentors play an integral part in helping new students transition to Wilkes University and serve as model Colonels. Think of an employer, a faculty member, staff member or your e-Mentor - provide the name of someone that can speak to your strengths, areas for improvement, leadership qualities, and your ability to work in and/or lead a group.

Name:

Title:

Relationship:

Phone number:

email Address (if available):

I have read and understood all material enclosed and acknowledge that I am available for all required dates/events explained within this application packet.

Signature: _____ Date: _____

2022 First Year Student e-Mentor Program Additional NOTES

First-Year Student Summer Orientation - 2022:

The Office of Student Affairs will be hosting FYS Summer Orientation on July 7, 8, 11, 12, and 13, 2022. This year, Orientation will be offered as a one-day, in person, on-campus session. Students will be able to choose from 5 days to attend 1 session. Guidelines will be provided on what days will be offered for specific majors. For example, students who have chosen Biology as a major should choose from July 7th and 8th or students who have chosen Psychology as a major should choose from July 12th and 13th. (***PLEASE NOTE: these are just examples. the specific dates for majors have not been decided yet.***) e-Mentors will be asked to align with major specific days and must be available for a minimum of 2 days of Orientation. More information will be provided within the month of March.

Leadership 298: Mentoring Practicum, Fall 2022:

- 3 credits (1 hour lecture, 2 hours FYF mentoring); credits approved for Leadership Minor
- Meeting time will be determined after enrollment
- Instructors: Dr. Anthony Kapolka, Director, FYF Program and Melissa Howells, Director, Student Development.

Course Objectives:

- review the philosophy, goals and ethics of the first-year foundation course and mentoring approaches within this framework
- help student understand mentoring as partnership providing informational and social support
- clarify the elements of peer leadership as they relate to the FYF 101 mentor position
- take a strengths-based approach to prepare student to become the best mentor possible

Skills:

- Participating in this course will help you improve skills such as:
 - applying and modeling approaches to problem-solving
 - facilitating and assessing student-student partnerships/collaboration
 - debriefing and reflection techniques to enhance the impacts of mentoring
 - becoming effective at bystander intervention and cultural fluency
 - creating short, informal, engaging videos