Peer Mentor Internship 2015

Thank you for your interest in becoming a Peer Mentor. Attached you will find the following information:

- Important dates for the Peer Mentor selection process
- Anticipated program requirements
- A program application
- Questions to complete with your application

Completed applications (application form, answers to questions, and reference forms) are due to the English Language Center Office in AHE 224 by 4 pm on Monday, April 13.

If you should have any questions regarding what it means to be a Peer Mentor or the application process, please feel free to contact me at 251.460.7185 or via e-mail at gecewicz@southalabama.edu.

Sincerely,

Chiméne Gecewicz, MA
Instructor/Supervisor of Peer Mentor Interns
English Language Center
University of South Alabama
ELC Peer Mentor Internship
Fall 2015 Application

All applicants must fill out the application page, complete the questions, and have a reference. Late applications will not be accepted. To be considered for the Fall 2015 cohort, your completed application (application form, answers to questions, and reference forms) is due to the English Language Center Office in AHE 224 by 4 pm on Monday, April 13.

Name: _______________________________ First Middle Last

Campus Address: ________________________________

Campus Phone: ________________________ JagMail: ________________________________

Cellphone: __________________________ Other Phone: ________________________________

Please circle all that will apply to you during Fall 2015:

SOPH JR SR On-campus Off-campus Commuter

Cumulative GPA: ___________________________ (as of January 2015)
(minimum 3.0 GPA required)

Major(s): ___________________________ Minor(s): ________________________________

Languages: ________________________________

List activities you have been involved with while attending USA (participation and offices held):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Anticipated activities/employment for the Fall 2015 semester (be sure to include student teaching, sports, student organizations, on and off-campus employment, etc...):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please list three references (must be USA faculty, administrators or staff members):

Name/title ___________________________ Department ___________________________
E-mail ___________________________ Phone ___________________________

Name/title ___________________________ Department ___________________________
E-mail ___________________________ Phone ___________________________

Name/title ___________________________ Department ___________________________
E-mail ___________________________ Phone ___________________________
Please answer the following set of questions on a separate sheet of paper (typed/double spaced) and attach to your application.

1. What do you hope to gain from participating in this internship?

2. What is the greatest strength that you feel you bring to the ELC Peer Mentor program?

3. What do you think a personal weakness is that could be strengthened through participation in this program?

4. What do you see as three (3) major issues facing newly arrived international students? How would you, as a Peer Mentor, help a student facing these issues?

5. Tell about an interaction you had with a culture other than your own (positive or negative). What did you learn from this interaction that you could put to use as an ELC Peer Mentor?

The information above is correct to the best of my knowledge. If selected, I will be able to participate in the training and orientation during the week of August 10th, 2015. I have read and understand all of the material enclosed within the application packet and acknowledge that if selected, I will carry out the responsibilities of this internship to the best of my ability.

__________________________________________________________________________  ______________________________________________________________________
Signature                                                                                           Date

* * * * *

Approvals:

Advisor ___________________________________________ Date ______________________

Faculty Supervisor ______________________________ Date ______________________

Internship Coordinator ___________________________ Date ______________________

Departmental Chair ______________________________ Date ______________________
HAVE YOU DONE THE FOLLOWING?

✓ Read the important dates, descriptions, objectives, and expectations of the Peer Mentor role for which you are applying?
✓ Reviewed the program components?
✓ Checked the date of PMI training and considered it with regard to your schedule?
✓ Completed the application form completely?
✓ Answered the questions and attached them to your completed application?
✓ Turned in all required materials before the Monday, April 13, 2014 deadline?
### Important Dates for ELC Peer Mentor Interns
#### Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>Monday, March 9</td>
<td>Applications available</td>
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<tr>
<td>Monday, April 13</td>
<td>Applications due to the English Language Center Office in AHE 224 by 4 pm on Monday, April 13.</td>
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<tr>
<td>April 13-17</td>
<td>Interview Process</td>
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<td>Monday, April 20</td>
<td>Notification sent via JagMail</td>
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<td>Week of August 10 TBA</td>
<td>Training 1-5</td>
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<tr>
<td>Week of August 10 TBA</td>
<td>Orientation 9-5 (lunch will be provided)</td>
</tr>
<tr>
<td>Week of August 10 TBA</td>
<td>Orientation 9-5 (lunch will be provided)</td>
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<tr>
<td>Friday, December 7</td>
<td>Last day of internship</td>
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ENGLISH LANGUAGE CENTER  
PEER MENTOR INTERNSHIP PROGRAM  
OBJECTIVES AND GUIDELINES  

AN 496/FG 496/IS 496

I. Objectives

A. To provide students in Anthropology, Foreign Languages, International Studies, and Speech Pathology an opportunity to combine classroom learning and practical experience.

B. To provide majors and minors in these disciplines with practical work experience related to their areas of training.

C. To increase ELC student participation in university activities.

D. To increase matriculation of ELC students into the University of South Alabama when they finish their English studies.

E. To increase the retention of ELC students for the duration of their English studies.

F. To increase interaction between ELC students and the general university community.

G. To increase the number of mini-cultural immersion activities provided by the ELC.

H. To develop cultural sensitivity/awareness in American students from the departments of Anthropology, Foreign Languages, International Studies, and Speech Pathology through exposure to students from other cultures.

II. Student Eligibility Requirements

A. Major or minor in Anthropology, Foreign Languages, or International Studies.

B. Must be enrolled in the appropriate internship course. (AN 496; IS 496; FG 496; Speech Pathology students will enroll in AN 496.)

C. Undergraduate students must have an upper division standing with a minimum GPA of 3.0.

III. Procedures for Applying for Internship

A. The student should submit an application to the Internship Committee by the designated deadline (see the list of important dates included in this packet).

B. An interview with the Internship Committee or Coordinator will be held as soon as the applicant’s eligibility is determined.

   1. The interview will cover the following:
      a. The student’s internship goals.
      b. How these goals would best be met.
      c. Requirements for completion of the Internship.
IV. Requirements for Completion of the Internship Course

A. A student may take a total internship credit of **3 hours** in a semester. Except in rare cases internship credits will be limited to 3 hours a semester.

B. The student must complete a total of **100 hours** (as explained in the program description) of internship work (including orientation/training sessions) for three credit hours.

C. The intern will spend a minimum of three classroom hours to be allocated as follows: 1 hour at the beginning of the internship, 1 hour at mid-term, and 1 hour at the end of the semester. These do not count in the 100 hours of internship work.

D. A written report on the internship experience is required and will be an important basis for the course grade. The report should include (but is not limited to) the following:

   1. A statement of the nature of the agency, its mission or goals, its history, sponsors, etc.

   2. The role that the intern played within the agency – the range and types of experiences provided the intern by the agency. This section of the report will take the form of an analytical journal which, when possible, demonstrates that the student is applying concepts from their academic work in the internship setting.

   3. A reflexive summary of the intern’s experiences with the agency and, where feasible, a discussion of linkages between classroom concepts and theories and intern’s observations.

   4. An analysis and/or critique of the intern’s experience.

E. A written assessment of the intern’s performance will be required from the placement agency. This will also constitute a basis for evaluation of the student’s over-all performance in the internship program. A supervisor evaluation form is provided to facilitate this assessment.

F. These course requirements may be modified with the approval of the Internship Committee, the student’s advisor and the appropriate program director or the department chair.
ENGLISH LANGUAGE CENTER
PEER MENTOR INTERNSHIP PROGRAM
PROGRAM DESCRIPTION

AN 496/FG 496/IS 496

Prerequisites:
- Minimum GPA of 3.0
- Advanced standing
- Strong interpersonal skills
- Positive attitude
- Self motivated
- Knowledge of the university community
- Must be able to attend training/orientation during the week before the semester officially begins (hours will count towards on-site hours)
- Must be able to work M/W 12:15-1:15 and/or T/Th 12:20-1:20

Group/Peer Mentoring:
Each mentor will be assigned to a group of no more than 10 new students at the new student orientation. Mentors will meet with their group at the welcome lunch and accompany students on the campus orientation tour.

Mentors’ Responsibilities:
Attend Training/Supervision (8 hours)
- Attend trainings (4 hours per semester)
- Meet w/ supervisor (4 hours per semester – 1x month)
- Meet w/ faculty advisor in their department (midterm/final assessment not included in site hours)

Mentor New Student (22 hours)
- Attend orientation lunch and orientation tour with ELC students (2x – 8 hours per semester)
- Personal contact with all members of new arrivals group (weekly e-mail or phone call to touch base – approximately 14 hours per semester)

Promote Cross-Cultural Understanding (54 hours)
- Sponsor mini-cultural immersions for our students (1x term - 2 hour on site/2 hour prep – 8 hours per semester)
- Conversation partner (2x week - 26 hours per semester)
- Accompany ELC students attending ELC or university sponsored activities (20 hours)

Additional Responsibilities (16 hours)
- Maintain a bulletin board about campus activities/conversation groups/cultural immersions
- Update department social media
- Assist with planning for ELC activities
- Outreach for potential students

Total of 100 hours on-site