

# Engineering Peer Mentor Application

## Western Michigan University

### Position Overview:

Engineering Peer Mentors are upper division students living in Ackley/Shilling, Bigelow or the Little Three who are there to aid students in their transition to or within WMU. They serve as an academic support system for students, providing tutoring, peer advising and resource referrals, as well as helping in the development of important study skills such as time management, reading and note-taking. EPMs collaborate with residence hall staff on creating connections with students and the campus, and being a knowledgeable resource of CEAS and WMU. They mentor students individually and collectively on what is needed to become a successful student and future engineering professional. The position is 15 hours per week.

### Position Responsibilities:

- General
  - Assist students with the transition from high school to college, community college to a four-year institution or to their second year of study
  - Be available to residents for academic, career and advising consultation
  - Serve as a mentor for academic, co-curricular and leadership involvement
  - Maintain tutoring hours in the Student Success Center at Bigelow Hall
  - Collaborate with residence hall staff on creating a supportive learning environment
  - Attend weekly EPM team meetings
  - Complete administrative tasks as assigned
  - Maintain a positive and professional attitude
  
- Academic Assistance
  - Maintain 8 weekly scheduled hours for individual or group tutoring in the Student Success Center at Bigelow Hall
  - Maintain an open-door policy to answer questions regarding math, chemistry, physics and engineering science
  - Assist with reaching out to “high risk” students
  - Utilize campus resources to help expose students to the University and services that are provided on campus
  
- Peer Advising and Mentoring
  - Get to know all CEAS students on the floor and in the hall
  - Model positive academic habits and professionalism
  - Model positive behaviors, including respecting others, abiding by policies and laws, and participating in hall or co-curricular activities
  
- Workshops and Special Projects
  - Coordinate opportunities for students to strengthen academic skills and habits
  - Sponsor three workshops per semester in collaboration with CEAS faculty and staff or campus services
  - Role model and encourage attendance at CEAS and residence hall events
  - Complete special projects, such as special study sessions

**Applications are due February 8, 2011 by 5:00 pm**

Return completed application (application, resume and letters of reference) to the CEAS Dean's Office, 2<sup>nd</sup> floor Parkview, C-242. Candidates will sign up for individual interviews when applications are turned in. Interviews will begin February 17 and offers will be made by Spring Break.

**Remuneration:**

- Housing at a double room rate\*
- \$50/semester additional Dining Dollars (\$100 for academic year)
- Notes:
  - Any additional employment must be approved by the EPM supervisor
  - EPMs are required to purchase a meal plan
  - \*EPMs interested in a single room can opt to pay the price difference between the single and double rate, up to \$2,410. Students with a 3.25 or higher cumulative GPA at the end of spring semester are eligible for the 3.25 GPA incentive, meaning a single room for the price of a double room. Essentially, EPMs with a 3.25 cumulative GPA can choose a single room at no additional cost.

**Qualifications:**

- Knowledge of the College of Engineering and Applied Sciences
- Experience living in a residence hall setting
- Strong interpersonal and communication skills
- Self-motivated
- Available to attend Peer Mentor training in August prior to the beginning of school
- Be in good standing with the University
- Have completed critical CEAS courses with a grade of B or higher, including Calculus I
- Take no more than 15 credit hours per semester
- Preferred qualifications:
  - Some campus involvement and leadership

**Selection Process:**

- Application (application, resume and responses to written questions)
- Two letters of reference, one from a CEAS faculty member and one from a non-student member of the University community (i.e. a second faculty member, organization advisor, hall director, etc.)
- Individual interview
- Students can apply individually or be recommended by their department on the basis of their academic scholarship, leadership and character

**Questions:**

EPMs are jointly supervised by the College of Engineering and Applied Sciences and Residence Life through a National Science Foundation grant. If you have any questions about the position, selection process or your eligibility, feel free to contact:

Mike Fouts, EPM supervisor  
(269) 387-4135  
Michael.Fouts@wmich.edu

Dr. Paul Engelmann, Chair of Industrial and Manufacturing Engineering  
(269) 276-3348  
Paul.Engelmann@wmich.edu

Laura Darrah, Assistant Director of Residence Life  
(269) 387-4463  
Laura.Darrah@wmich.edu

# Engineering Peer Mentor Application 2011-2012

\*\*\*Please print or type clearly\*\*\*

## GENERAL INFORMATION

Name: \_\_\_\_\_ WIN # \_\_\_\_\_ Gender M F T

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

Preferred Phone #: \_\_\_\_\_

Permanent (Summer) Address: \_\_\_\_\_

Permanent (Summer) Phone #: \_\_\_\_\_

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

How many semesters have you lived in WMU's residence halls (include current semester)? \_\_\_\_\_

Have you attended any other colleges/universities other than WMU? Yes No

If yes, please indicate college/university and dates of attendance:

\_\_\_\_\_

Did you live in their residence hall system? Yes No If yes, how many semesters? \_\_\_\_\_

*NOTE: If you are a first semester transfer to WMU, please attach an unofficial transcript or other verification of your GPA from your other institution(s).*

Have you ever been found responsible for violating the Student Code or residence hall policy at WMU? Yes No

If yes, please explain: \_\_\_\_\_

Have you ever been charged or convicted of a felony or misdemeanor (other than minor traffic violations)? Yes No

If yes, list date, charge, location, court and action taken: \_\_\_\_\_

\_\_\_\_\_

## ACADEMIC INFORMATION

Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Class Standing FR SO JR SR OTHER

# of credits earned at a community college or university, including WMU: \_\_\_\_\_  
(does not include AP or HS transfer credit)

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## **INVOLVEMENT**

We are interested in your past and present involvements.

Please attach a current resume that includes the following information:

- Extracurricular activities, volunteer experiences, previous job experience, any other relevant experiences
- You may include high school as well as college activities. When appropriate, include leadership experiences, dates, and position titles.

## **WRITTEN RESPONSES**

In addition to this application, you will need to answer the following question in an essay format. This should be typed, no more than two pages long, double spaced, 12pt font, and attached to this application. The questions are:

1. What do you bring to the EPM position that makes you a good candidate for this job?
2. What do you think it takes to be a successful student in the classroom?
3. Identify two (2) challenges to the first-year student experience and explain how, as an EPM, you would support students in those areas.
4. Please list the subjects or courses for which you are comfortable in providing tutoring.

## **RECOMMENDATIONS**

You must have TWO recommendation forms completed:

- 1 must be a College of Engineering and Applied Sciences faculty member
- 1 can be any non-student member for the WMU community (i.e. a second faculty member, organization advisor, hall director, etc.)

*Recommendations may be returned either by you as the applicant as part of your application packet, or by the person writing the recommendation. Either way, however, recommendations MUST be returned by February 8 by 5 p.m.*

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*I have read the job description. I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept an EPM position. I also understand that the position requires me to live in a residence hall with fellow engineering students. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA and conduct records will be checked, as well as CEAS faculty and all past or current supervisors may be contacted. I understand that employment at the University is conditional upon review of my criminal conviction records. I authorize the University to request and obtain, through the Michigan State Police and any other relevant law enforcement agencies, an investigation and report to determine the accuracy of my above answers about prior criminal conviction. Employment agreements are issued on a yearly basis and appointing officials are not obliged to extend employment for additional time based on performance review.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Recommendation for the Engineering Peer Mentor Position

Western Michigan University

**Applicant name:** \_\_\_\_\_

**Name of person completing your recommendation:** \_\_\_\_\_

**Recommender phone number:** \_\_\_\_\_

**Recommender email:** \_\_\_\_\_

**Waiver of access** – *Applicants should complete this section prior to giving this form to the person writing your recommendation.*

**Confidential** \* Confirms recommendation as confidential to applicant

I, the applicant, waive my right to access to the information provided on this form.

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

**Non-Confidential** \* Confirms recommendation as non-confidential to applicant.

I, the applicant, retain my access to the information provided on this form.

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

**HOW TO RETURN RECOMMENDATIONS:** All recommendations must be returned by February 8 to the CEAS Dean's Office, 2<sup>nd</sup> floor Parkview, C-242. Candidates will sign up for individual interviews when applications are turned in.

They may be returned in any of the following ways:

- By the applicant as part of the application packet. Note, if this is done, the recommendation should be in a sealed envelope with the recommender's signature on the seal.
- By the recommender in person, via campus mail (mailstop 5314) or faxed (269-276-3257).

## WHAT IS AN ENGINEERING PEER MENTOR?

Engineering Peer Mentors are upper division students living in engineering Special Housing Options who are there to aid students in their transition to or within WMU. They serve as an academic support system for students, providing tutoring, peer advising and resource referrals, as well as helping in the development of important study skills such as time management, reading and note-taking. EPMs collaborate with residence hall staff on creating connections with students and the campus, and being a knowledgeable resource of CEAS and WMU. They mentor students individually and collectively on what is needed to become a successful student and future engineering professional. The position is 15 hours per week.

1. Please indicate how well you know this person and in what capacity.
  
2. If you have known this person in a classroom environment, please comment on the applicant's classroom performance and participation.
  
3. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of this applicant.
  
4. From the following list of skills/behaviors, please identify with a check mark the 5 – 7 you feel are the strongest attributes of the candidate.

- |  |  |
|--|--|
| <input type="checkbox"/> Effective/Appropriate verbal and non-verbal communication | <input type="checkbox"/> Professionalism                       |
| <input type="checkbox"/> Skilled in explaining concepts                            | <input type="checkbox"/> Reliable/Committed                    |
| <input type="checkbox"/> Forward thinking  | <input type="checkbox"/> Follows through on tasks/ideas        |
| <input type="checkbox"/> Manages effectively available time                        | <input type="checkbox"/> Active listening                      |
| <input type="checkbox"/> Organizes effectively (tasks and groups)                  | <input type="checkbox"/> Willing/Ability to delegate           |
| <input type="checkbox"/> Initiative/Self motivation                                | <input type="checkbox"/> Appropriate role modeling             |
| <input type="checkbox"/> Flexible (with ideas and others)                          | <input type="checkbox"/> Goal-oriented                         |
| <input type="checkbox"/> Assertiveness   | <input type="checkbox"/> Recognizes the contribution of others |
| <input type="checkbox"/> Willing to learn from others/follow others lead           | <input type="checkbox"/> Willing to take risks                 |
| <input type="checkbox"/> Accepting of feedback/Willing to give feedback            | <input type="checkbox"/> Enthusiasm/Positivity                 |
| <input type="checkbox"/> Willing to find common ground with others                 | <input type="checkbox"/> Creativity                            |
| <input type="checkbox"/> Willing to challenge the status quo/self/peers            | <input type="checkbox"/> Self-confidence                       |
| <input type="checkbox"/> Critical thinking   |  |

5. Any additional comments:

**Recommendation:** (check one and please add comments)

- Highly recommend     
  Recommend     
  Recommend with reservations     
  Do not recommend

\_\_\_\_\_  
Signature of Person Writing Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Writing Recommendation (Please print)

\_\_\_\_\_  
Position

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  Recommend     
  Recommend with reservations     
  Do not recommend

\_\_\_\_\_  
Signature of Person Writing Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Writing Recommendation (Please print)

\_\_\_\_\_  
Position