

First-Year Learning Communities

Faculty of Arts & Science, University of Toronto
2006-2007 Program

COMPUTER SCIENCE PEER MENTOR – POSITION DESCRIPTION

The First-Year Learning Communities (FLCs) program in the Faculty of Arts and Science is designed to improve the transitional experience for first-year. FLCs (pronounced “flicks”) provide students with the opportunity to meet classmates, develop friendships, form study groups, and develop academic and personal skills, as well as introduce students to the resources, opportunities, culture, and treasures of the campus and its surrounding community.

The 24 students in each FLC, who will be enrolled in the same sections of their core first-year Computer Science courses, will meet regularly outside of class time for useful and fun activities. Each FLC group is facilitated by an upper-year student Peer Mentor, under the guidance of a Staff Advisor and a Faculty Advisor from the department (these three individuals are the FLC Team). The content of FLC meetings will address three broad transition areas: academic, developmental, and social. Training in facilitation and programming for the Peer Mentors and advisors will be provided by FLC Program staff and the Office of Student Affairs. Each FLC group will have a modest budget to assist with planning recreational and social activities.

There is no cost for first-year students to participate in the FLC program, however this non-credit activity will appear on their academic transcript. Registration is on a first-come, first-served basis starting on June 19, 2006. Additional information about the program is located on the FLC website: flc.artsci.utoronto.ca. Note that the website currently only describes the Life Science FLCs. Computer Science is joining on this program for 2006-2007.

MINIMUM REQUIREMENTS

Each Peer Mentor must:

- not have classes or commitments on Thursday afternoons from Sept. to April, as FLC meetings will be for 90 minutes on Thursday afternoons, either 1:30-3:00 or 3:00-4:30, weekly at the start and every other week for the remainder of the year.
- be registered in a Computer Science Subject POST on the St George campus.
- have completed at least 10.0 credits as of September 11, 2006, and be in good academic standing, with a minimum cumulative GPA of at least 2.5. (Second-year students can apply, but priority will be given to more experienced students in upper years.)
- be sincerely interested and skillful in sharing knowledge about the university to FLC students,
- exhibit leadership potential and a strong commitment to the FLC program.
- exhibit the ability to work effectively with a FLC staff and faculty advisor, as well as a group of first-year students.
- possess a strong interest and desire to help new students make a positive transition to U of T, as well as demonstrate creativity in developing ways to achieve this.

POSITION RESPONSIBILITIES

Each Peer Mentor will:

- attend and facilitate each FLC meeting from September to April on a Thursday afternoon.
- not have classes or other commitments each Thursday afternoon that conflict with your attendance at your FLC sessions. Be sure to check the Arts and Science 2006-07 calendar (<http://www.artsandscience.utoronto.ca/ofr/calendar>) and timetable (<http://www.artsci.utoronto.ca/current/undergraduate/course/timetable>).
- serve as a resource and role model for first-year students, and act as a representative of the University of Toronto.
- meet regularly with the staff and faculty advisor to plan the content of the FLC meetings, including arranging for guest speakers. Programming will include academic, developmental and social activities.
- become familiar with the needs of new students, develop a rapport with the students in their FLC, facilitate activities and group discussions, and promote awareness of campus resources.
- be available to students in their FLC via e-mail, responding promptly to queries and concerns.
- be knowledgeable about University and community resources and communicating accurate and timely information to students about these resources.
- notify the Staff Advisor of any student in difficulty and refer students to appropriate resources.
- participate in the Peer Mentor Orientation meeting to be scheduled in May.
- attend the Peer Mentor Training Days August 30 to September 1, 2006 (Wednesday, Thursday, and Friday), as well as any in-service training during the fall and winter sessions.
- attend Peer Mentor meetings and events in the fall and winter sessions.
- submit written reflections after each FLC session to the FLC program director.
- administer evaluations of the FLC pilot program.
- evaluate and assess their learning experience as a Peer Mentor.
- respond appropriately to feedback and evaluations.

REMUNERATION

Peer Mentors will receive an honorarium of \$1,500. Duties of a Peer Mentor commence with training (2.5 hours for the Peer Mentor Orientation in May and 3 days from Aug. 30 to Sept. 1) and continue on Thursday afternoons throughout the fall and winter sessions (Sept. 2006 to Apr. 2007).

FOR FURTHER INFORMATION

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April 7, 2006

First-Year Learning Communities Program

Faculty of Arts & Science, University of Toronto
2006-2007

COMPUTER SCIENCE PEER MENTOR – APPLICATION

SECTION A: APPLICANT INFORMATION

Name: _____ Student #: _____

College: _____ Program of Study: _____

Month and year you expect to graduate (e.g., May 2007): _____

E-mail address: _____

Current mailing address: _____

Current phone: _____ Cell #: _____

Summer mailing address: _____

Summer phone: _____

Will you have Thursday afternoons free in your schedule so you can facilitate FLC sessions?: Y/N

Do you plan to be involved in leadership activities during Orientation Week (Sept. 5-8)?: Y/N

Would you be available for peer mentor training day if the dates were moved from Aug 30-Sept 1 to the first three days of Orientation week (Tues Sept 5 to Thurs Sept 7)?: Y/N

In first year, did you take? (Circle all that apply.)

CSC108 CSC148 CSC150 CSC165 MAT137 CSC236 CSC240 CSC207

Did you live off campus/at home in first year?: Y/N

SECTION B: QUESTIONS

Please answer the following questions and attach to this application. Use 2 to 4 typed, double-spaced pages (12-point font).

1. Why are you interested in becoming a Peer Mentor? Describe any experiences you have had facilitating, or leading students, as well as any experiences you hope to gain from this position.
2. Describe one of the most meaningful learning experiences you have had in a class at UofT.
3. Describe one of the most meaningful out-of-class activities in which you have participated in at U of T.
4. Write a letter of reference for yourself (i.e., in the third person) describing why you would be an outstanding Peer Mentor, highlighting how your accomplishments, abilities, and interests would enrich the lives of FLC students.

SECTION C: RESUME

Please attach a current resume to this application, which includes your academic history, awards received, employment history, interests, and hobbies.

SECTION D: REFERENCES

Please submit the contact information for two individuals who are in a good position to assess your suitability for this position. Please make sure you contact them ahead of time to tell them about this position and get their permission to serve as a referee. Do not submit reference letters.

Referee #1:

Name: _____

Phone: _____ E-mail: _____

Title/position: _____

Referee #2:

Name: _____

Phone: _____ E-mail: _____

Title/position: _____

SECTION E: COMPLETION OF APPLICATION

Please submit the entire application together (stapled) as one package, to the Computer Science Undergraduate Office (BA 4252), no later than 5:00 p.m. on Friday, April 28, 2006.

Selected applicants will be asked to attend a brief interview during the week of May 15th, or earlier if applicants' schedules permit.

I have read and understand the job description and expectations of a Computer Science Peer Mentor in the FLC Program. I hereby declare that the information in this application is accurate. I understand that the information may be verified and a false statement may disqualify me from this position.

Signature

Date

All applications and supporting documents must be received by the Computer Science Undergraduate Office (BA 4252) by 5:00 p.m. on **Friday, April 28, 2006**.