



Peer Mentoring Program 2020-2021

A project funded by the Student Equity and Achievement Program

We thank you for your interest in becoming a peer mentor!

Please note that you must be available to serve as a mentor for the summer and fall semesters of 2020.

See the “Important Dates” section of this application packet for details.

You must also be a second or third-year student at GCC.

APPLICATIONS ARE DUE BEFORE MAY 14, 2020

This packet includes the following:

Mentor Job Description

Short Essay Questions Instructions

Important Dates

Reference Form

Program Application

Minimum requirements to become a mentor:

Must be enrolled in at least 6 units for the Fall 2020 semester

Must have a minimum cumulative GPA of 2.5

Be open-minded, caring, and compassionate

Nane Kakosian
Sierra Madre 267
Ext. 5790
nanek@glendale.edu

David Crawford
Sierra Madre 267
Ext. 5580
dcrawford@glendale.edu

A completed application packet is due by (or before) Thursday, May 14, 2020 by 12 noon in the Multicultural & Community Engagement Center in Sierra Madre 267.

*** Please note: You **do not** need to qualify for financial aid for these positions.**



Job Description

The primary objective of the Students Providing Access, Resources, and Knowledge (SPARK) Peer Mentoring Program is to contribute to the advancement of first-year students by aiding in their academic, emotional, and social adjustments to college.

SPARK Mentees will be enrolled in a summer bridge program which will help them learn about the campus as well as explore what direction they would like to take in higher education.

Mentors will meet with mentees and will facilitate activities that help with adjusting to college life and exploring the various areas of the college as well as help them with personal development.

As a mentor, you will be a trusted guide and help new students during their first year by providing them assistance and helping them to eventually become independent.

SPARK Mentor Duties/Responsibilities

Have a positive and helpful attitude.

Inform and encourage mentees to attend campus activities (lectures, workshops, cultural, recreational).

Check in with mentees on a regular basis in person, by phone, by email or other means.

Complete a contact log each month (required).

Attend scheduled mentoring sessions.

Attend program activities such as end of the semester get together, Welcome Day, etc.

Refer mentees to campus resources, as necessary.

Perform all duties assigned to the best of your ability.

(Please understand that the mentor/mentee relationship is important and your participation in some activities is required.)



Important Dates 2020

Applications Accepted

January 21 to May 14 (at noon)

Program applications will become available on January 22 at the Multicultural & Community Engagement Center and online at our website.

Individual Meetings

January 22 to May 18

Each applicant is required to meet with SPARK staff for a brief 30-minute meeting. The purpose of the meeting is to go over the roles, responsibilities, and expectations of the mentor. It's also an opportunity to meet potential mentors before final decisions are made. ***Individual meetings will be scheduled as applications are received.***

Application Decisions

May 19 to May 22

Applicants will be informed of their application status on these dates, if not before.

Mentors Hired/Processed

June 1 to June 5

Mentors must go through a hiring process which must be completed before you are paid.

Mentor Training-MANDATORY

***Thursday, June 11
and Friday June 12***

Mentors must go through a 12-hour required training for the program. The hours for the training are to be decided. ***Both days are required. No exceptions.***

Summer Bridge/SPARK Mentoring Begins

Week of June 22

Kick off day is the first opportunity to meet the new students and welcome them to GCC. ***Participation is required. No exceptions.***

If you know you cannot participate in the MANDATORY training, please do not apply to the program as missing any of those days will result in termination from the mentor position and the program cannot replace terminated mentors.

Summer Bridge SPARK Summer Mentoring Sessions 2020

Mentors must choose which blocks of time/week they will be participating and must be available for the entire block they check.

Please check off all the blocks that you are available to work.

Morning Block	Afternoon Block	Evening Block
11:30 a.m. to 1:00 p.m. - Monday, Tuesday, Wednesday, Thursday	1:00 p.m. to 2:30 p.m. - Monday, Tuesday, Wednesday, Thursday	7:00 p.m. to 8:30 p.m. - Monday, Tuesday, Wednesday, Thursday

Reminder: If you check a block, you are available ALL four days/times for that week.

Week of June 22	<input type="checkbox"/> Morning Block
	M, T, W, Th - 11:30 to 1:00

Week of July 6	<input type="checkbox"/> Morning Block	<input type="checkbox"/> Afternoon Block
	M, T, W, Th - 11:30 to 1:00	M, T, W, Th - 1:00 to 2:30

Week of July 20	<input type="checkbox"/> Morning Block
	M, T, W, Th - 11:30 to 1:00

Week of August 3	<input type="checkbox"/> Morning Block	<input type="checkbox"/> Afternoon Block
	M, T, W, Th - 11:30 to 1:00	M, T, W, Th - 1:00 to 2:30

Week of August 17	<input type="checkbox"/> Morning Block	<input type="checkbox"/> Evening Block
	M, T, W, Th - 11:30 to 1:00	M, T, W, Th - 7:00 to 8:30

Please note:

**Wednesday, December 16 from 12:00 to 1:30 p.m.
End of Program Culmination/Celebration**

All mentors and mentees need to attend this event

***Locations for this activity will be the
Multicultural & Community Engagement Center
located in Sierra Madre 267***

Application Checklist

Please make sure you have completed or turned in the following:

1. Peer Mentor Program Application
2. Peer Mentor Short Essay Meetings
3. Summer Bridge SPARK Summer Session Preferences
4. Recommendation Form (check one option)

Instructions for Recommendation:

***There are two options on how to submit a recommendation.
Please check which option you prefer below.***

I Choose Option 1

You can hand deliver the recommendation form to someone on campus (faculty/counselor, or staff member) who will then turn in the application to our office. With this option, it is your responsibility to give the form to the recommender.

I Choose Option 2

You can provide the contact information for the recommender and SPARK Staff will send the person a form to be completed.

With this option, the SPARK staff are responsible to give the form to the recommender.

Name of Recommender

Phone Ext./Number

Email Address



Peer Mentor Program Application

All applicants must complete an application, respond to the essay questions, and turn in a recommendation.

Please check one: I am a Returning Peer Mentor New Peer Mentor

Name:	Student ID#:
<i>Unless you specify, we may text you at this number (if needed).</i>	
Cell Phone # ()	
Please write your email in ALL CAPS. (Please write the number “zero” as Ø).	
GCC Email:	
<i>(Please do not provide a personal email. We will only email you at your official GCC email.)</i>	

Cumulative GPA:	Major, if known:	Career Goal, if known:
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List activities in which you have been involved with while attending GCC:

What is one piece of advice you would give a new GCC student?

The information above is correct to the best of my knowledge. I have read and understand all of the material enclosed within this application packet and acknowledge that I will carry out the Peer Mentor responsibilities to the best of my ability.

Signature:	Date:
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Peer Mentor Essay Questions

New Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/double spaced) and attach to your application.

1. Briefly tell us a little bit about yourself, focusing on significant events that have shaped your character and your personality.
2. What do you hope to gain from this position?
3. What is the greatest strength that you feel you could bring to the peer mentoring program?
4. What do you see as three (3) major issues facing first-year students? As a peer mentor, how would you help a student deal with these issues?
5. Think back to your high school experience and the process of applying to come to GCC. What obstacles did you have part of the process of getting to GCC? How would you change the transition process for new students?

Returning Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/double spaced) and attach to your application.

1. Briefly tell us a little bit about yourself, focusing on how you have changed, grown, or developed in the past year.
2. As a returning peer mentor, what leadership qualities do you hope to build on in returning to this position?
3. Briefly describe your previous peer mentor experience. What did you learn? What was your favorite part of being a peer mentor? What was the least favorite part of being a mentor?
4. How did you overcome problems/challenges in your relationship with your mentee?
5. What do you think that new peer mentors can learn from your guidance as a returning mentor.



Peer Mentor Letter of Recommendation

(Must be completed by faculty/counselor, or staff member at GCC)

DEADLINE: PLEASE SUBMIT BEFORE MAY 14, 2020

This form to be completed by the **Recommender**
PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.

Candidate Name _____ Date _____

Reference Name _____ Phone _____

Position at GCC _____ GCC Email Address _____

How do you know the Applicant _____ For how long? _____

The student above is asking you to be a reference for their application to become a mentor in the SPARK Peer Mentoring Program. Mentors help first-year GCC students in their transition from high school to college.

Feel free to use the space below or attach additional sheets or a letter to this form.

Please discuss those personal characteristics you believe this candidate possesses that will be beneficial to a new GCC student. Why would this individual be a good mentor?

(Continued on reverse side)

Please circle the number that best corresponds to your assessment of the student for each item below.

	Needs Improvement		Average		Excellent
Initiative and ability to learn	1	2	3	4	5
Integrity	1	2	3	4	5
Receptivity to Feedback	1	2	3	4	5
Assertiveness	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to handle stressful situations	1	2	3	4	5
Sensitivity toward others	1	2	3	4	5
Creativity	1	2	3	4	5
Ability to work in a team	1	2	3	4	5
Communications/clarity in speaking	1	2	3	4	5

Any Additional Comments:

- I strongly recommend this candidate.
- I recommend this candidate with reservations.
- I do not recommend this candidate.

Signature _____

PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.

**PLEASE COMPLETE THIS FORM AND RETURN IT TO:
Multicultural & Community Engagement Center in Sierra Madre 267
Or email it to dcrawford@glendale.edu or nanek@glendale.edu**

