



Educational Development Program presents:

Peer Advisor Handbook

JEWEL 2017

July 6th – August 4th

July EDP Workshop for Expanded Learning



Table of Contents:

Letter from the Director, Mr. David M. White.....	3
Important Telephone Numbers.....	4
What is JEWEL?.....	5
What is the Purpose of JEWEL?.....	6
Peer Advisor Job Description.....	6
Peer Advisor Primary Functions and Expectations.....	7
Peer Advisor Job Restrictions.....	7
Peer Advisor Dress Code.....	8
Note-Taking Space.....	8
Peer Advisor Contract.....	9





Educational Development Program

Letter from the Director

Greetings JEWEL Peer Advisors!

It is my sincere pleasure to welcome you to the **2017 July EDP Workshop for Expanded Learning (JEWEL)** as a peer advisor. You have been identified as an emerging leader with a tremendous amount of potential. The staff of the Educational Development Program is dedicated to and prides itself in "Going Above and Beyond" by providing our students with the guidance, support, and tools necessary to achieve success at Fredonia.

The JEWEL summer orientation workshop is just the first step of an on-going process that we hope will lead to academic and personal success. JEWEL is a demanding program that has been designed to assist incoming EDP freshmen in identifying expectations, increasing familiarity with Fredonia, strengthening work ethics, and building the confidence and skills necessary to be successful at our amazing institution.

JEWEL consists of a series of academic sessions designed to strengthen reading, writing, mathematics, and communication skills. These workshops will introduce students to what will be expected of them at this institution and to what they can expect the work level to be during the regular semester. In addition, these courses will give participants a head start on the fall semester, exposing them to material they will likely see. Although their primary purpose is academics, the social aspect of JEWEL is just as important. During JEWEL, the EDP staff and I hope that you will have an opportunity to teach attendees how to balance these social pressures alongside their academic pressures. JEWEL will be conducive to establishing new and lasting friendships with fellow students and university professionals. Students will begin to build a support network which will benefit them throughout their time here.

In closing, I am confident in believing that by having a plan of action, utilizing the available resources, staying focused, eliminating negative habits, and having the willingness and desire to be successful, there is nothing to prevent all of us from achieving our desired level of excellence.

All the best for a successful JEWEL workshop,

A handwritten signature in black ink that reads "David M. White".

David M. White, Director
Educational Development Program

2nd Floor, Thompson Hall · Fredonia, NY 14063 · T-716-673-3317 · F-716-673-3234 · www.Fredonia.edu

Important Telephone Numbers

Educational Development Program (EDP)..... 716-673-3317 or 3318
E284-E290 Thompson Hall - www.fredonia.edu/edp - FAX 716-673-3234

EDP Staff

EDP Director, David White.....	E284 - #3318 - David.White@fredonia.edu
EDP Counselor, Rachel Skemer.....	E288 - #3317 - Rachel.Skemer@fredonia.edu
EDP Counselor, Daniel Smith.....	E290 - #3317 - Daniel.Smith@fredonia.edu
EDP Secretary, Debra Cambria.....	E286 - #3317 - Debra.Cambria@fredonia.edu
EDP Grad Intern, Mayra Lopez-Perez.....	E292 - #3317 - Mayra.Lopez-Perez@fredonia.edu

Financial Aid.....	
716-673-3253	
Admissions.....	
716-673-3251	
Registrar's Office.....	
716-673-3171	
FAFSA	
.....	1-800-4-FED AID

Peer Advisors

Franchiseilly	
Paulino.....	347-784-7985
Kiman	
Baldon.....	716-940-173
4	
Tommy	
Linares.....	631-894-2646
Mary-Kay	
Taylor.....	973-572-3638
Susana	
Sandoval.....	646-897-6051
Dontae	
Matthews.....	347-317-9791
Jennifer	
Garcia.....	716-410-5379
David	
Salter.....	716-398-35
57	

In case of an emergency:

David White (cell phone).....716-570-2326

University Police716-673-3333

EDP JEWEL 2017 – What is JEWEL?



2016
New EDP
First-Year and,
Peer Advisors

The Educational Development Program sponsors July EDP Workshop for Expanded Learning (JEWEL) which is designed to acquaint new first-year with the college, its faculty, staff, and to provide the skills necessary to take full advantage of its support services. [Dates for the 2017 July Workshop are July 6th-August 4th.](#) The JEWEL summer orientation workshop is a highly structured learning experience that will include formal and informal sessions addressing the following topics:

- An introduction to the philosophy, goals, policies, and procedures of the Educational Development Program in order to help the student become more familiar with the EDP family.
- A discussion of the policies and procedures governing financial assistance to help the student gain a better understanding of the financial assistance available to the student and how to utilize them.
- A review of academic policies and expectations of the university to assist the student in becoming familiar and more connected to Fredonia.

- Descriptions of administrative and academic departments will give the student an extra edge as they begin their college career.
- Assessment testing to assist the EDP staff in becoming familiar with the student's academic strengths and weaknesses.
- Academic advisement to provide students with the opportunity to build a lasting relationship with their EDP counselor.

JEWEL is just the beginning of the on-going process that will help EDP students excel in their academic preparation. Students will also register for their first semester courses during the university's summer orientation advising program held on **July 6th-August 4th** while participating in a variety of social activities and informational workshops. Required of all EDP freshmen, JEWEL will provide students with a better understanding of what must be accomplished in order to be successful.

To continue the process of helping freshmen adjust to college life, the student will be enrolled in EDP's First-Year Orientation (SPST 127) and FRED 101.

What is the purpose of JEWEL?

The EDP JEWEL summer orientation workshop is the beginning of a learning experience for incoming EDP freshmen. Participation in JEWEL will lead to a better understanding of what is necessary to be successful at Fredonia. The primary objectives of JEWEL are as follows:

- ✓ Encourage interactions with the EDP peer advisors and the EDP staff in hopes of building lifelong relationships and learning experiences.
- ✓ Identify campus resources, academic policies, and expectations in order to help students develop a positive connection to Fredonia.
- ✓ Define the roles of administrative and academic departments, which will assist students as they embark upon their college career.
- ✓ Conduct assessment testing to help the EDP staff become familiar with the student's academic strengths and weaknesses.
- ✓ Provide counseling to allow students an opportunity to develop and strengthen relationships with their EDP counselor.
- ✓ Facilitate team-building activities to assist students in developing positive relationships with both the EDP peers and staff.
- ✓ Familiarize students with the course selection process.
- ✓ Foster an environment that will provide students with the opportunity to strengthen skills and access tools that will facilitate their success during their time spent at Fredonia.

Peer Advisor Job Description

The EDP JEWEL Peer Advisor is a key staff member of the JEWEL program. Each peer advisor is carefully selected, and appointed for the JEWEL workshop. The peer advisor, working with the EDP staff and University

personnel, is responsible for meeting the goals of EDP JEWEL summer orientation workshop:

- ❖ Establish an integrated academic and fun learning experience for incoming EDP students.
- ❖ Maintain the climate and culture of EDP.
- ❖ Help personalize the students' first-year experience by creating a good image, model and representation of Fredonia students, as well as the EDP program.
- ❖ Provide clear expectations to students regarding academic achievement, limitations, and college life at Fredonia.
- ❖ Demonstrate proper and professional behavior at all times.
- ❖ Promote safety and security within all aspects of JEWEL.
- ❖ Create a framework for the development of life-long learning skills.
- ❖ Encourage and support student involvement, leadership, responsible decision-making and accountability during their time spent at Fredonia.
- ❖ Encourage healthy choices and personal well-being.
- ❖ Assist the EDP staff in maintaining a positive image of EDP and Fredonia.

Peer Advisor Primary Functions and Expectations

1.) Provide personal assistance to JEWEL students and EDP Staff

JEWEL students are incoming freshmen to Fredonia. All peer advisors were freshmen at one time--you all know what it's like. It is the peer advisors' responsibility to be a resource for JEWEL students. Answering questions and offering advice are your primary responsibilities. **If you do not know the answer to a question, do not make one up!**

2.) Manage and facilitate small groups

It is the peer advisors' responsibility to manage the JEWEL students in their suites as well as assisting in managing the entire group. Much of the peer advisors' time and effort will be spent leading and working with small groups of students. Peer advisors play a formal leadership role when organizing programs or conducting various activities. At other times, the peer advisors may choose to lead informally by assisting students in the process of organizing themselves.

3.) Daily operations

Peer advisors are expected to discuss daily events and effectively communicate with EDP staff to ensure that the program runs smoothly.

The peer advisor will:

- A. Conduct oneself in a professional and respectful manner at all times.
- B. Become well acquainted with rules and policies of Fredonia.
- C. Contact EDP staff immediately regarding any student or program concerns.

Peer Advisor Job Restrictions

- 1) You may **not** leave campus during the hours of the JEWEL workshop without prior permission from a staff member of the Educational Development Program.
- 2) It is very important that you are visible and alert in the areas where students congregate during free time, tutorials, mealtimes, activities, outings, workshops, etc. The peer advisor's primary role is to be made available to **all** students at **all** times.
- 3) You may **not** bring visitors to any JEWEL program common areas or daily activities. **Overnight guest are not allowed under any circumstances.** In addition, **no** guest may be in your room at any time, **no exceptions.** Remember, you are on duty 24 hours a day. Students need your attention, therefore, the fewer outside distractions you experience, the better off the program will be for everyone.
- 4) During trips and outings, your duties as a peer advisor will intensify. We hope that you will enjoy the trips but the wellbeing of the students will be your first priority.
- 5) You may **not**, under any circumstances, use foul language, inappropriate gestures, drugs, alcohol, or have any relationship of a sexual nature at any point during JEWEL.

JEWEL Dress Code

- Jewelry or accessories that may be deemed a weapon are not allowed.
- Clothing that is associated with or identifiable as a symbol of drugs, alcohol, weapons, sex or violence is not permitted.
- Special clothing may be required in certain situations (ex: sneakers, peer advisor shirts, etc.).
- Skirts, dresses, shorts, cut-off pants must be longer than fingertips when arms are straight at side.
- Always dress according to the daily activities and weather. JEWEL students have a dress code, so do you!
- It isn't necessary to dress up, but always try your best to appear casual, yet professional. Peer advisors are the first role models that the incoming students will associate with Fredonia.
- **Always wear shoes!** Sneakers, sandals, and flip flops are all acceptable.



Educational Development Program

EDP JEWEL 2017 – Peer Advisor Contract

1. I will report to work on time and perform all duties as assigned by the staff of the Educational Development Program
2. I will account for and record the attendance of my assigned students in the morning and before quiet hours
3. I will record any behavioral problems and incidents and report to an EDP staff member in a timely manner
4. I will abide by the rules and expectations of the peer advisor job description, primary functions and expectations, and limitations to the best of my ability
5. I will serve as a role model/mentor to the students throughout my employment at the JEWEL workshop.
6. I will become familiar with all aspects of the EDP JEWEL Peer Advisor Handbook and dress code
7. **I understand that I am completely prohibited from engaging in inappropriate and/or personal relationships with any student/guest/EDP affiliate at any time during the JEWEL summer workshop.**
8. I will do my very best to contribute to the Educational Development Program in a positive manner
9. I understand that violation of any of the rules may result in termination.

Peer Advisor's Signature

Date

EDP Director's Signature

Date