PEER ASSISTANT LEADER (PAL) INFORMATION

The role of a Peer Assistant Leader (PAL) is to serve as a link between incoming students and the University to assist in the transition in the college experience. The goals of the Peer Assistant Leader program include:

- Assist new students in learning about the academic and social aspects of life at Adelphi University.
- Familiarize new students with the resources that are available to them.
- Serve as role models for new students and make them feel more comfortable in their role as college students.

The Division of Student Affairs will select a group of mature, dedicated and supportive undergraduate students who have shown a commitment to fostering academic and social success to the University community. Based on major and/or interests, PALs will be assigned to a First-Year seminar course in the fall and will work with professor to provide a meaningful introduction for new students to Adelphi. Selection as a PAL is competitive and requires knowledge of University resources, policies and procedures.

**Qualifications:**

- Must be a currently enrolled undergraduate student, having attended two semesters.
- Exhibited leadership experience and potential for growth.
- Good academic standing, with a minimum grade point average of 2.5.
- Good disciplinary standing.
- Knowledge of University resources (both academic and social).
- Demonstrated interpersonal and communication skills.
- Ability to work effectively with student groups and faculty members.
- Demonstrated desire to learn about the University community, programs, policies and procedures.

**Roles and Responsibilities:**

As representatives of Adelphi University, Peer Assistant Leaders (PALs) have many responsibilities. PALs are expected to have the interpersonal skills necessary for dealing with new students, both individually and in groups. They must be friendly, welcoming and articulate. While potentially being a friend and mentor to new students, PALs will also communicate and uphold University policies, and all necessary rules or guidelines. They will be expected to report any student whose conduct is deemed inappropriate and/or infringing upon the rights of others to the Seminar professor and/or to the Coordinator of Projects and Programs, Division of Student Affairs. PALs should serve as positive role models in all they do and promote positive campus spirit.

In addition, Peer Assistant Leaders will:

- Attend a meeting/training session to become familiar with the University resources. During this session, various training discussions will be held to assist the PALs in effective and appropriate management of student situations. Successful applicants will be conducted with the date/time.
- Attend and assist with Matriculation Day activities scheduled for Sunday, August 26, 2018.
• Attend one class each week during the semester unless requested to attend an alternative program/workshop scheduled on the Wednesday “common hour” 1:00-2:00 p.m.
• Follow the guidelines for communicating certain topics such as open planning/course registration, registrar updates, etc. A timeline will be provided.
• Make an effort to get to know new students (both in and out of the classroom); reach out as often as possible to make them feel at home.
• Be a resource for these new students; help them to resolve problems and/or concerns which may arise throughout the semester.
• Disseminate information to the assigned Seminar class regarding upcoming campus events.
• Encourage new students to participate in student activities, campus programs and cultural events (invite these students to join you at something you will be attending).
• Keep a log of activities and reflections on the PAL position, and submit a completed topic synopsis/log every two weeks to the Coordinator of Projects and Programs, Division of Student Affairs.
• Attend the two (2) regularly scheduled PAL meetings (mid-point and end of year) during the fall 2018 semester in order to help evaluate the progress of the program.
• Work with the seminar professor to define your role in the classroom.

To apply, Peer Assistant Leaders must be registered, full-time students for the spring 2018 semester, and they must remain in good academic and disciplinary standing.

Peer Assistant Leaders must be present and on time without exception for all scheduled training sessions and meetings, including Matriculation Day (Sunday, August 26, 2018). PALs will be notified of the schedule and expectations for training.

If all requirements are met, Peer Assistant Leaders will receive a one-time stipend of $300 for their work. If vital components of the role of the PAL are not met, the Coordinator of Projects and Programs, Division of Student Affairs, has the authority to impose sanctions for failure to meet these requirements, which may include withholding part or all of the PAL stipend, or termination as a PAL. The implementation of these sanctions is at the discretion of the Coordinator of Projects and Programs. PALs who fail to meet the requirements of this program will receive a warning prior to implementation of these sanctions unless the violation is serious, in which case termination from the program may be immediate.

Note:
Deadline for application: Friday, April 6, 2018
Deadline for references: Friday, April 6, 2018
Applications and references will be reviewed by the Coordinator for Projects and Programs, Division of Student Affairs. Based upon qualifications and academic/disciplinary standing, you will be notified by email whether you have been selected to be interviewed. Interviews will be conducted the week of April 9, 2018.
Peer Adelphi University
2018 Peer Assistant Leader (PAL) Application

PAL applications should be submitted no later than **Friday, April 6, 2018.** Apply online or drop off the packet with references to Coordinator of Projects and Programs, Nexus Building 307.

### GENERAL INFORMATION

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<th>Adelphi email Address</th>
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### ACADEMIC INFORMATION

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### RECOMMENDATIONS

Please list below the individuals you have asked to submit recommendations. A member of the Adelphi University Faculty or Administration must complete one recommendation. A member of the Adelphi University Faculty or Administration or an Employer can complete the other. **Due 4/06/18.**

Reference #1 (Adelphi University Faculty or Administrator): Name and Title

Reference #2 (Adelphi University Faculty or Administrator or Employer): Name and Title
Assistant Leader (PAL)

First Time Applicant

At the time of this application, year of study:  Freshman ___  Sophomore ____  Junior ____

1. Why do you want to be a Peer Assistant Leader?

2. What do you feel are the qualities and skills that you possess which will make you a good PAL?

3. What do you feel are your strengths that will help you in your role as a PAL?

4. What do you feel are your weaknesses?

5. What do you hope to learn as a PAL?

Name_________________________________________________________

Adelphi email ________________________ Cell phone________________
Returning Applicant

At the time of this application, year of study: Sophomore ____  Junior ____

If you have previously been a Peer Assistant Leader:

1. What were the most beneficial aspects of this position to you? (Please indicate the semester in which you were previously a PAL.)

2. What aspects of the program do you feel could be improved upon?

3. What is something you would like to do differently as a PAL?

4. Other information you feel is pertinent to share in your experience as a PAL.

Note: The assignment will be with a seminar course, not a FOrE class which you previously were assigned. The role, therefore, will be slightly different, but more significant as a primary communicator of University resources.

Name________________________________________________________

Adelphi Email ________________________ Cell phone_______________
LEADERSHIP EXPERIENCE

ALL APPLICANTS MUST COMPLETE THE FOLLOWING PAGES

Please list your involvement in campus and/or community activities while attending Adelphi University, and briefly describe your participation (and positions). Activities include student organizations, athletics, staff positions, community service, or any other involvement in the Adelphi community, as well as off campus leadership roles.

Application deadline Friday, April 6, 2018 at 4:30 p.m. Application packet may be completed online (preferred) or submitted to Kathleen Watchorn, Coordinator of Projects and Programs, Division of Student Affairs, Nexus Room 307.

References deadline Friday, April 6, 2018.

If you qualify for the PAL position, you will be contacted by email to schedule an appointment for an interview during the week of April 9, 2018. If you are not selected for an interview, you will be notified by email.
ADELPHI UNIVERSITY
RECOMMENDATION FOR STUDENT LEADER

__________________________ is applying for the position of Peer Assistant Leader (PAL) at Adelphi University. This position plays an important role in the transition of new students to the University. They must be mature, articulate and responsible individuals who have established strong academic records at Adelphi. As they will be continually meeting new students, they must possess the interpersonal skills necessary to work effectively with individuals and groups. PALs should be individuals who will serve as positive role models for new students.

All recommendations should be completed and returned by Friday, April 6, 2018.

☐ Recommendation confidential. I waive my right to view this recommendation.

☐ Recommendation not confidential. I do NOT waive my right to view this recommendation.

__________________________________________________
Applicant Signature

Recommendation:
How well, and in what capacity, do you know the applicant?

What qualities have you observed in the applicant that you feel would qualify him/her? How were these qualities demonstrated?

What factors would limit the applicant’s performance as a Peer Assistant Leader?

Please indicate your overall assessment of the applicant.

☐ Highly recommend
☐ Recommend
☐ Recommend with reservations
☐ Do not recommend

Print Name___________________________________________  Position_____________________

Signature_____________________________________________ Date________________________

On or before Friday, April 6, 2018, please return recommendation to:
Adelphi University
Coordinator of Projects and Programs, Division of Student Affairs
Nexus Building, Room 307
P.O. Box 701
Garden City, NY 11530-0701
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Print Name_________________________________________ Position_____________________
Signature_____________________________________________ Date________________________

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Adelphi University
Coordinator of Projects and Programs, Division of Student Affairs
Nexus Building Room 307
P.O. Box 701
Garden City, NY 11530-0701
ADELPHI UNIVERSITY
STUDENT LEADER APPLICANT

INFORMATION RELEASE

I certify that I have read and understand the description and expectations for the Peer Assistant Leader (PAL) position and that the information given in this application is correct. I hereby give permission to the Division of Student Affairs to check my academic and judicial records, and I understand that this information will only be used in the PAL selection process.

Print Name ____________________________  Student ID# _________________
Signature _______________________________  Date _________________

If you are approved as a candidate for the Peer Assistant Leader position, you will be notified to schedule an interview during the week of April 9, 2018. If you have not been selected for an interview, you will be notified by email. Please sign and submit this form to the Coordinator of Projects and Programs, Division of Student Affairs, Nexus Building Room 307.

For office use only

GPA ____________________________ Judicial Record ____________________________