

Mentored Study Program: Peer Leader Contract

Academic Year 2024-2025

What we expect of you:

Professionalism & Communication

1. Communicate **with the program manager** in a timely manner regarding issues such as scheduling conflicts, challenges with participants, or other complicated circumstances, **and respond** (within 24 hours) to all emails from the manager, peer leaders, and MSP students.
2. Always maintain student confidentiality, which includes any personal observations or judgments about students and their academic performance or behaviors.

Training

3. Participate in the **peer leader training** held at the beginning of the academic year.
4. **Attend and be an active participant at each weekly prep meeting** held by the senior peer leader. Speak up if you do not understand something – your questions benefit others, too!
 - a. In the rare instances when you must miss a weekly meeting, you must **notify the program manager** and **arrange a time with the senior peer leader to meet and review the material**.
5. **Attend and be an active participant at each monthly study strategy meeting** with the senior peer leader and the program manager.
6. New peer leaders only: **Complete all SESP 291** requirements.

Facilitation

7. **Fully prepare for** your assigned study group by reviewing CANVAS site, going over any unclear material and reviewing your own class notes. **Facilitate your assigned two-hour study group once per week** during each academic quarter.
8. **Exercise academic integrity**. Do not share course homework or exams from previous quarters unless you have the explicit permission of the faculty member and the Program Manager. Be sure that participants are actively working through their own assignments. Do not do homework or assignments for other students.
9. **Facilitate active learning** in your study groups (i.e., ask for volunteers, assign students to respond to questions, rephrase or break down difficult problems, etc.).
10. Treat participants, fellow peer leaders, ASLA staff, and instructors with **courtesy and respect**.
11. Understand that **a peer leader is not expected to know all the answers**. If you don't

know the answer to a question, refer students to other resources, including the instructor or TAs for help, or dig the answer up yourself and get back to the student. Avoid giving an answer you're unsure of.

Administrative Responsibilities

12. **Record student attendance immediately** after your study group is over.
13. **Complete weekly session report** after your study group is over.
14. **Check the Faculty Preference document** to confirm which materials the course professor prefers you use.
15. **In the rare case that you are unable to attend your session due to an emergency,** notify the program manager and group participants in advance if you are unable to attend your session because of an emergency.
16. **Participate in program evaluation** by offering feedback and responding to surveys.

I understand the roles and responsibilities of a Mentored Study Program peer leader, and I pledge to adhere to the above guidelines throughout my time as a peer leader during the 2024-25 academic year.

Printed Name: _____

Signature: _____ Date: _____

What you can expect of us:

1. Support for your development as study group leaders.
2. Timely responses to your questions.
3. Help addressing any concerns that arise for you with your group or the program.
4. And last but not least, an opportunity to...
 - Practice effective public speaking and group facilitation skills; help others understand complex ideas.
 - Reinforce your own study skills and content knowledge in foundational courses.
 - Enhance your resume with a meaningful title and entry (Undergraduate Peer Leader).
 - Develop your employability skills through continued professional development and feedback.
 - Be a leader on campus and give back to the greater Northwestern community.
 - Contribute to the academic growth and development of the students you assist.
 - Meet new people and develop diverse networks.

Don't hesitate to reach out with questions!

Valerie