

Peer Academic Coaching: Peer-Leader Contract

Academic Year 2026-2027

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 similar circumstances, **and respond** (within 24 hours) to all emails from the program manager and participants.
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 orientation** held at the beginning of the academic year.
4. **Attend and be an active participant at each Coach staff meeting.** Speak up if you do not understand something – your questions benefit others, too!
 - a. In the rare instances when you must miss a meeting or training session, **notify the program manager beforehand and arrange a time to meet and review the material.**
5. First-year Peer Coaches only: **Attend one professional development workshop in fall quarter.**

Coaching sessions

6. **Follow the principles and procedures outlined in training** in each coaching session, including active listening, effective questioning, and supportive accountability.
7. **Schedule all coaching sessions on ConnectNU** so that you, your coachee, and the program manager have a record of your sessions. Please keep this schedule as accurate as possible and inform the program manager if there are any scheduling issues.
8. **Record key items from each session (e.g. goals and next steps)** through the “referral” space in ConnectNU, answering the prompts so that the program manager can track progress and assist with resources and problem-solving any issues.
9. **Respect the privacy** of your coachees by not sharing details of your coachee with anyone except the program manager. During coaching training and staff meetings, avoid using an individual’s name or identifying information.
10. Treat participants, fellow coaches, and ASLA staff with **courtesy and respect.**
11. Understand that **a peer coach 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 program manager, or research ways to support and get back to the student at a later time. Avoid

giving an answer of which you're unsure.

Administrative Responsibilities

12. **Complete session report in ConnectNU immediately** after your coaching session is over.
In addition, please inform the program manager about ongoing correspondence with a student that does not come from meetings.
13. **Provide adequate detail** in coaching reports so that the Program Manager is aware of issues, progress, and questions you may have.
14. In the rare case that you are unable to attend your session due to an emergency, **notify your coachee and the program manager** in advance.
15. **Participate in program evaluation** by offering feedback and responding to surveys.

I understand the roles and responsibilities of a peer academic coach, and I pledge to adhere to the above guidelines throughout my time as a peer leader during the 2026-27 academic year.

Printed Name: _____

Signature: _____ Date: _____

What you can expect of us:

1. Support for your development as mentors and leaders.
2. Timely responses to your questions.
3. Help addressing any concerns that arise for you with your coaching experience.
4. And last but not least, an opportunity to...
 - Practice effective communication and active listening skills.
 - Reinforce your own academic skills.
 - Enhance your resume with a meaningful title and entry.
 - Develop your employability through 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!

Shawn