

Office of Mentoring and Service Learning

Faculty Development Grants

Faculty Sponsored Peer Mentor Grants Request for Proposal Fall 2008

The Office of Mentoring and Service-Learning is pleased to announce the opportunity to apply for a Faculty Sponsored Peer Mentor Grant. Currently the OMSL supports 32 peer mentor projects in academic, vocational, and counseling programs. The OMSL provides a faculty stipend, lab aide funds to employ students as peer-mentors, training for peer mentors, and overall support for the project. The shared goal of these peer-mentor projects is to provide peer support to students who are at risk, particularly in programs/courses that have identified student challenges and barriers to success. **Grant Awards may be affected by changes in the budget.**

HOW DOES IT WORK? A faculty member establishes project goals based on the identification of significant challenges or barriers to success for his/her students. The faculty member identifies and “mentors” 3-7 former students to serve as peer mentors to new or at risk students in order to meet project goals. Each peer mentor serves from one to several students consistently throughout the semester.

WHAT DOES A PEER MENTOR DO?

A mentor provides guidance, wisdom, knowledge and support to a protégé. While there is some overlap in duties, a peer mentor is different from a tutor. A tutor specializes in content area support. A peer mentor develops a relationship with the protégé that provides both specific support in the project sponsor’s targeted areas and overall guidance in areas of study and/or career. Each peer-mentor project has different goals; therefore, each project sponsor has a unique vision of how the peer mentor should work with the protégés.

PROJECT SPONSOR RESPONSIBILITIES:

1. Recruit appropriate students to act as peer-mentors.
2. Attend required meetings:
 - An orientation meeting at the start of each semester, held on the Professional Development day, and a Project Sponsor meeting, held mid-semester
 - Regular meetings with your mentors to monitor progress/challenges
 - End-of-semester Final Reflection and Celebration for students and faculty.
3. Monitor budget allotment and student forms/responsibilities; Make sure that mentors and mentees complete necessary paperwork and that new mentors attend the **required** Mentor Training sessions.
4. Submit required forms and information, including project status information and evaluation forms.

The mission of the Office of Mentoring and Service Learning at City College of San Francisco is to enhance student learning, promote teaching innovations and involvement, respond to community needs and foster civic responsibility and personal growth.

HOW DO WE GET STARTED? Submit a 1-2 page written proposal including the following:

- **Title:**

Title of your project, your name, department, e-mail, phone, and mailbox.

- **Summary:**

A one-two sentence summary of your project.

- **Identified Need:**

What program or course needs will your mentor project address? Please try to **quantify** that need if possible. If your department or program currently has a tutor program or other student support in place, how will your peer-mentor project differ from or complement that support?

- **Project Goals:**

What are the goals of your project, i.e., increase retention, improve student grades, increase basic skills development, improve student movement through the sequence of courses, improve student movement between non-credit and credit courses/programs, achieve specific student learning outcomes, etc.?

- **Activities:**

What activities will you and your mentors do to meet the project goals? How many mentors will you recruit and how much time will they spend per week in training, mentoring and meetings with you and/or each other? Where will the mentors meet with mentees? What kind of support will the mentors provide? How will the mentors give you feedback? How will the mentees give you feedback? What kind of additional training will you provide for your mentors?

- **Budget:**

Please submit a budget request for your project. Include total and details of the request.

See maximums and guidelines below:

Project Budget Maximum: \$2800 per semester-- \$2000 in lab aide funds.

Faculty instructionally related pay as faculty sponsor: up to \$800@ \$40 hr (aprox depending on step)

- 1st Semester project sponsor = 20 hours pay/semester
- 2nd semester project sponsor = 15 hours pay/semester
- 3rd + semesters project sponsor = 10 hours pay/semester

Faculty Stipend + Student Lab Aide total (# of hours @\$9/hr) = **Budget Request**

Example: Faculty Stipend (\$800) + \$1620 student lab aide = \$2420

Details: Faculty=\$40/hr X 20 hours non-instructional pay = \$800

Lab aide= 4 students x 3 hrs/wk x 15 wks (180 hrs) x \$9/hr = \$1620.00

DEPARTMENT/PROGRAM SUPPORT: Please check with your department chair and/or program coordinator to make sure that your project proposal is supported and aligns with department/program policy and goals. **Department chair and/or Program Coordinator signature is required on the proposal.**

PROPOSAL DUE DATE: *Wednesday, April 30, 2008*

- Submit an electronic copy of your proposal to cfrancis@ccsf.edu AND
- Submit seven (7) paper copies of your proposal to: **OMSL, Mailbox: S-49;** or drop by the office, **Ocean Campus, Science Hall, Room 134.** Please make sure your proposal has the **signature of the program coordinator or department chair.**

ANNOUNCEMENT OF AWARDS: Awards will be announced by mail at the end of May. Projects will begin in August 2008. Grant awards may be affected by changes in the budget.