The Peer Advisor Program is designed to provide students in the College of Agriculture a unique leadership experience and the opportunity to make contributions to the College’s retention, advising, and first-year-experience efforts. Those students selected to serve will gain valuable experience working with a team of students, interacting with students and faculty, and developing leadership and career skills.

**Duties**

As a Peer Advisor you will:
- Assist new students with registering for classes during orientation (all quarters);
- Assist faculty with an AG 100 class;
- Hold office hours in the AGREES Center and assist/advice students;
- Organize activities for new students;
- Publish the College of Agriculture Student Handbook & Planner; and
- Serve as a resource person for incoming freshmen and transfer students.

Types of activities Peer Advisors participate in are: orientation, AG 100 classes, Fall Call, office hours, Open House, tele-counseling, college tours, retreats, and College of Agriculture and University events.

**Benefits**

As a Peer Advisor you will:
- Earn two units of credit for the Ag Leadership Class;
- Earn a quarterly stipend of $100 (dependent on funding);
- Get priority registration (dependent on approval);
- Receive a Peer Advisor polo shirt and coat; and
- Have use of the AGREES Center.

**Expectations**

As a Peer Advisor, you will be expected to:
- Attend the Ag Leadership class during spring quarter 2016, Fridays 3:00-5:00 p.m.; THIS IS MANDATORY;
- Work summer orientation;
- Attend the Peer Advisor retreat September 7-9, 2015; THIS IS MANDATORY;
- Attend your assigned section of AG 100 fall quarter and conduct college tours;
- Staff the AGREES Center (2 hours/week fall, 4 hours/week winter and spring);
- Attend weekly Peer Advisor meetings, Thursdays at noon, September-June;
- Work one shift at the Pumpkin Festival;
- Be responsible for one leadership project for the Peer Advisor Team;
- Not serve in 2016-2017 as an Ag Ambassador, Ag Council Officer, ASI Senator, Residential/Community Advisor, or any other position that will conflict with Peer Advisor duties (due to the time commitment involved for these activities, it is not possible to also complete Peer Advisor duties);
- Purchase approved pants if you don’t already have a pair (blue jeans);
- Wear the Peer Advisor uniform in class, during office hours, and at other Peer Advisor activities;
- Exhibit professional behavior consistent with that of a representative of the College of Agriculture and the University;
- Be enrolled in at least 9 units per quarter during your term as a Peer Advisor; and
- Maintain a 3.0 grade point average.

**Selection Criteria**

A Peer Advisor applicant must:
- Complete the Peer Advisor selection process;
- Be enrolled in an academic program within the College of Agriculture;
- Have a grade point average of at least 3.0;
- Have junior or senior standing;
- Be available to commit to the program for one year, June 2015 through June 2016;
- Be available 4-5 hours per week;
- Complete the Ag Leadership class;
- Have a Social Security card, California Driver’s License, and auto insurance; and
- Demonstrate excellent oral communication skills, evidence of a positive Cal Poly Pomona experience, an outgoing personality, enthusiastic, and active in college activities.

Current Peer Advisors may re-apply for a second term and must participate in the application process and Ag Leadership class.
Selection Process

Applicants must:

- Submit a complete Peer Advisor Application, including Resume and two Evaluations (with at least one Evaluation from a Cal Poly Pomona faculty or staff member);
- Attend the Selection Workshop, if invited (applicants that meet the basic selection criteria); and
- Complete an Interview, if invited (applicants that pass the Selection Workshop).

Additionally:

- Information Sessions are available to ask questions and meet current Peer Advisors (see schedule);
- There is no set minimum or maximum number of Peer Advisors that will be selected;
- Peer Advisors will be selected to be representative of the programs within the College of Agriculture and to reflect diversity in gender, age, ethnicity, and national origin; and
- Our goal is to select ten Peer Advisors (dependent on funding).

Timeline

Applicants are expected to be familiar with and meet the following dates and deadlines:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
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</thead>
<tbody>
<tr>
<td>Information Sessions</td>
<td>Tuesday, January 19, 12:00 p.m., 2-206</td>
</tr>
<tr>
<td></td>
<td>Wednesday, January 27, 3:00 p.m., 2-126</td>
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<td></td>
<td>Thursday, February 4, 12:00 p.m., 2-206</td>
</tr>
<tr>
<td>Applications Due:</td>
<td>February 15 @ 5:00 p.m., 2-114</td>
</tr>
<tr>
<td>Qualified Candidates List</td>
<td>February 17 @ 9:00 a.m., 2-114</td>
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<tr>
<td>Workshop:</td>
<td>February 19 @ 4:00 p.m.-7:00 p.m., 2-112</td>
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<tr>
<td>Final Candidates List Posted</td>
<td>February 22 @ 9:00 a.m., 2-114</td>
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<tr>
<td>Interviews:</td>
<td>February 23-March 4, by appointment, 2-114</td>
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<tr>
<td>2016-2017 Ag Ambassadors</td>
<td>March 7 @ 9:00 a.m., 2-114</td>
</tr>
<tr>
<td>Welcome Luncheon:</td>
<td>March 10 @ 12:00 p.m., Los Olivos, Blue Room</td>
</tr>
</tbody>
</table>

Contact

Rhonda Ostrowski
Recruitment & Retention Coordinator
College of Agriculture
Building 2, Room 114
(909) 869-3718
riostrowski@cpp.edu
**Personal Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
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</thead>
<tbody>
<tr>
<td>Local Address (street, city, state, zip)</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Permanent Address (street, city, state, zip)</td>
<td>Permanent Phone</td>
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<td>Email</td>
<td>Bronco Number</td>
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<td>Major</td>
<td>Option</td>
</tr>
<tr>
<td>Class Standing</td>
<td>Cal Poly GPA</td>
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<tr>
<td>Cal Poly GPA</td>
<td>First Quarter at Cal Poly</td>
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<tr>
<td>Emergency Contact</td>
<td>Relationship</td>
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<tr>
<td>Email</td>
<td>Phone</td>
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</tbody>
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**Availability**

- Will you be enrolled at Cal Poly Pomona fall, winter, and spring quarters next year?  
  - Yes □  
  - No □

- Will you be employed during the academic year?  
  - Yes □  
  - No □  
  - How many hours per week?  
  - _________

- Will you be able to attend the Ag Leadership class Fridays 3:00-5:00 p.m. during spring quarter 2016?  
  - Yes □  
  - No □

- Will you be able to attend the Peer Advisor retreat September 7-9, 2016?  
  - Yes □  
  - No □

- Will you be able to attend meetings on Thursdays 12:00 p.m.-1:00 p.m.?  
  - Yes □  
  - No □

- Will you be able to work at new student orientation summer quarter 2016?  
  - Yes □  
  - No □

- Will you be able to commit to volunteering 4-5 hours/week?  
  - Yes □  
  - No □

- Do you understand that you cannot serve as a Peer Advisor AND serve as an Ag Ambassador, Ag Council Officer, ASI Senator, or Residential/Community Advisor? That if you are selected for one of these other roles you will be asked to resign as a Peer Advisor?  
  - Yes □  
  - No □

*Application continued on next page.*

**For Office Use Only**

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>GPA</th>
<th>1ST QTR</th>
<th>JR/SR</th>
<th>NEW/RET</th>
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</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>ESSAY QUESTIONS</td>
<td>RESUME</td>
<td>EVALUATIONS</td>
<td>INTERVIEW DATE</td>
</tr>
<tr>
<td>APPLICATION REVIEW</td>
<td>SELECTION WORKSHOP</td>
<td>INTERVIEW</td>
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<td>Pass/Not Pass</td>
<td>Pass/Not Pass</td>
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<td>COMMENTS</td>
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Essay Questions
Please answer the following questions on a separate sheet of paper. Type and staple to your application.

For new applicants:
1. Why do you want to be a Peer Advisor?
2. How would you describe your educational experience at Cal Poly Pomona?
3. What factors do you believe contribute to student success? Student failure?
4. List your skills and experiences that would be beneficial to your role as a Peer Advisor.
5. What do you think is important for a new student to know about Cal Poly Pomona?
6. Please list your time commitments (school, work, leadership roles, etc.) for next academic year.

For current Peer Advisors:
1. Why do you want to serve a second term as a Peer Advisor?
2. With a year of experience, what characteristics do you feel are important for a Peer Advisor to have?
3. What is your most favorite Peer Advisor experience?
4. What have you gained by being an Peer Advisor?
5. What is the most challenging aspect of being a Peer Advisor?
6. Name one thing you would do to improve the Peer Advisor program.
7. Please list your time commitments (school, work, leadership roles, etc.) for next academic year.

Resume
Please attach to this application a copy of your resume. You resume should include information on your background including your education, extra-curricular activities, awards, internships, leadership experience, and work experience.

Evaluations
Two Evaluations are required to be submitted with your application. At least one must be from a Cal Poly Pomona faculty or staff member. Please list the two individuals that will be submitting Evaluations for you. Do not include friends or family.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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Certification
I certify that all information provided on this application is true, correct, and complete to the best of my knowledge. I hereby grant permission to the Ag Recruitment and Retention Office to verify any information I have provided on this application (including units enrolled and grade point average). I have attached my resume and two evaluations.

Signature __________________________________________ Date ____________________

APPLICATION DEADLINE: Monday, February 15, 2016 @ 5:00 p.m.
Please submit your completed application to the Ag Recruitment & Retention Office, 2-114. Questions may be referred to Rhonda Ostrowski at (909) 869-3718 or roostrowski@cpp.edu.
Applicant
Please read this form completely, enter your name, and give it to a faculty/staff member, or previous supervisor, who can reasonably evaluate you. Do not use friends or family.

Name ________________________________________________________________________________________________________

Evaluator
This student is applying for the position of Peer Advisor. Peer Advisors assist with the retention and first-year-experience efforts for the College of Agriculture by assisting with summer orientation and AG 100, staffing the AGREES Center, serving as a resource for new students, and organizing activities that enhance the academic life of our students.

Please complete this evaluation to the best of your ability. It will be reviewed by the Selection Committee for the Peer Advisor Program. All evaluations will be held strictly confidential by the committee and will be used for no other purpose than for the Peer Advisor selection process. Your candid and detailed comments will help the Selection Committee to choose our most outstanding candidates. Thank you for your time and comments.

A. Evaluator Information

Name ___________________________ Phone ___________________________
Relationship to Applicant ___________________________ Email ___________________________

B. Please rate the applicant on the characteristics listed.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Excellent 1</th>
<th>2</th>
<th>Average 3</th>
<th>4</th>
<th>Poor 5</th>
<th>Not Known</th>
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<tbody>
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C. Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

D. Would you want this student representing the College of Agriculture?  ☐ Yes  ☐ No

E. Overall evaluation:  ☐ I strongly recommend.  ☐ I recommend.  ☐ I do not recommend.

F. Signature of Evaluator ___________________________  Date ______________

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A. Evaluator Information

Name ________________________________________________________________________________________________________

Phone ________________________________________________________________________________________________________

Relationship to Applicant __________________________________________________________________________________________

Email ________________________________________________________________________________________________________

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C. Comments:

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

D. Would you want this student representing the College of Agriculture?   ☐ Yes   ☐ No

E. Overall evaluation:

I strongly recommend. ______

I recommend. ______

I do not recommend. ______

F. Signature of Evaluator _______________________________________________________________  Date _____________________

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