

# FLORIDA SOUTHWESTERN STATE COLLEGE

## Guiding and Supporting Peer Architects

*Peer Architects are here to guide, support, and assist First-Year Students!*

Peer Architects need the support of faculty and staff in order to be most effective and make the greatest impact. Based on feedback, the FYE leadership team has developed the following guidelines to ensure Peer Architects are better able to support students in SLS 1515. Thank you for your continued help in developing and improving the Cornerstone Experience class.

### **Communication**

Provide your Peer Architect with a syllabus of the course by the first day of class.

Copy your Peer Architect on class-wide emails.

Include your Peer Architect in the planning of course activities. If you want your Peer Architect to lead any activities or ice breakers, give them advance notice so they can plan and prepare.

Provide a copy of all handouts to your Peer Architect.

Let your Peer Architect know what your expectations are for them and provide feedback.

Any criticism or problems with your Peer Architect should be discussed in private. Ongoing concerns should be shared with the New Student Programs leadership.

### **Peer Architects and the Classroom**

Give your Peer Architect five minutes towards the beginning of each class to promote campus events, pull up the FYE Events and Activities Web page and the campus event calendar. Be attentive and let your Peer Architect own this time. This is a great way to highlight and support the GPS assignment.

Refer to your Peer Architect and all Peer Architects as a resource. Remind students that they can go to the New Student Programs Office (Lee campus, Collier, Charlotte) or the Academic Success Center (Hendry/Glades) to get help from a Peer Architect when they have questions or need assistance.

Ask your Peer Architects about their experiences as a way to support lessons (e.g. why time management is important, etc.). A fellow student's personal experience is relevant and has a strong impact on new students.

Let your Peer Architect know which students are struggling and encourage the Peer Architect to

- Join that student's group during small group activities
- Have a brief conference with the student just before or after class to offer assistance



- Reach out to the student to offer out of class support.

### **General Guidelines**

A qualified instructor needs to be present to hold class. Students cannot be required to attend class unless that instructor or a qualified substitute is present. Peer Architects are not qualified substitutes. Under no circumstances should a Peer Architect be asked to conduct class in an instructor's absence.

Peer Architects should not be asked to grade assignments. Only a qualified instructor should assess student work. However, Peer Architects do sign a confidentiality agreement which allows them access to view student grades and other sensitive information.

Only a qualified instructor should report student grades to students. Please be sure that grades are reported within FERPA guidelines.

While students complete the SIR II's, both the instructor and the Peer Architects should vacate the room.

