



New International Student Mentor Program Summer 2015 Application Process

The Office of International Student & Scholar Services (ISSS) will need 12 volunteers from different academics majors and academic levels (undergraduate, graduate) for the summer semester 2015, from May 14, 2015 to August 13, 2015, to assist new international students who have been admitted to A&M-Commerce for the summer semester. The New International Student Mentor *is an unpaid volunteer position*. Below are the qualifications and requirements for the position.

The ISSS will host three interest meetings for students who would like to learn more about the New International Student Mentor position. If you would like to learn more please be sure to attend one of the interest meetings below. Be sure to go to <http://doodle.com/qz7yurhh888mmhgm> to select the meeting you may attend:

- Wednesday, April 29 at 4pm in Halladay 104 (snacks will be provided)
- Tuesday, May 5 at 12pm in Halladay 104 (pizza will be provided)
- Friday, May 8 at 2pm in Halladay 104 (snacks will be provided)

Qualifications to Apply

The qualifications for a student to apply to be a New International Student Mentor Summer 2015 are as follows:

- Completed one full semester (at least 9 hours) at Texas A&M University-Commerce by the end of spring semester 2015
- Have at least a **2.5** overall GPA undergraduate or 3.0 overall GPA graduate student at the time of application and at end of each semester while in position in order to maintain eligibility
- Be in good standing with the university and be free (and remain free) from any academic or disciplinary sanction.
- Must have strong interpersonal, organizational, and communication skills

General Expectations

- Mentors will assist new international students admitted for the summer semester 2015 with any questions or concerns they may have as a new student to A&M-Commerce. These topics may include housing, transportation, check-in with the ISSS, academic advising, course registration, fee payment, on-campus employment, scholarships, and campus services as well as additional topics.
- Mentors will communicate with their assigned students *at least once a week or as necessary* via email, video call (Skype/Facetime), or phone to assist the student with any questions or concerns *prior* to their arrival in Commerce. Mentors are expected to reply to inquiries from their assigned students in a timely manner.
- Mentors will meet with their assigned students *at least twice a month or as necessary* during the summer semester to assist with any questions or concerns. If a meeting in person is not possible then the mentor may communicate with their assigned students via email, video call (Skype/Facetime), or phone to assist with any questions or concerns.

Training

The training and preparation for all mentors will be Thursday, May 14 from 4pm-5pm, Thursday, May 21 from 3pm-4pm, and Wednesday, June 3 from 3pm-4pm. Attendance to these trainings sessions is mandatory.

Benefits

Service as a New International Student Mentor will provide participants with experience and preparation in areas such as leadership, professional development, problem solving, diversity awareness, networking, management, and team building. These are all traits and characteristics that will make the participants more marketable and desirable to employers in today's workforce.

In addition, participation will broaden a student's understanding of Texas A&M University-Commerce and lead them to become more invested in the university and its success as they partake in the new student transition process. They will also take part in establishing traditions and having a positive impact in the lives of new members of the Lion pride.

Application Process

To apply please follow the steps below and submit all documentation in person to the ISSS in Halladay 104 or via email to John.Jones@tamuc.edu. ***Applications are due by Friday, May 8 at 5pm:***

1. Complete the application on the next page and provide all information.
2. A university faculty or staff member will need to complete the recommendation form on the following page.
3. All applicants will be notified via e-mail no later than May 9 concerning their acceptance or rejection as a New International Student Mentor and the applicant must reply to the email with their acceptance or decline of their offer by **5:00 PM Tuesday, May 12.**

Important Dates

Mandatory Meetings:

- **Thursday, May 14 from 4pm-5pm**
- **Thursday, May 21 from 3pm-4pm**
- **Wednesday, June 3 from 3pm-4pm**
- **During the summer semester mentors will meet with the ISSS staff twice a month or as necessary. Dates and times to be announced.**



Texas A&M University-Commerce

New International Student Mentor

Application Form

Please type or print clearly. You may submit your form via email to John.Jones@tamuc.edu or in person at the ISSS in Halladay 104.

Personal Information

Name: _____ CWID: _____

Local Mailing Address: _____

City: _____ State: _____ Zip: _____ E-Mail: _____

Local Phone: (____) _____ Cell Phone: _____

Classification: _____ Major(s): _____

TAMU-C Overall GPA: _____

Number of semesters you have attended TAMU-C: _____ Expected Graduation Date: _____

List all languages you speak fluently: _____

Will you be living in Commerce during the summer? Yes No
If yes, will you be on or off campus? On-campus Off-campus
If off-campus, then where are you leaving? _____

Do you plan to work other jobs besides orientation? Yes No (if Yes, please list where and the number of hours)

On a separate sheet of paper please write an essay (minimum 250 words) explaining why you want to be a New International Student Mentor.

Summer Semester 2015 New International Student Mentor Recommendation Form

Applicant: **Student complete this section prior to distributing to your reference**

Name of Applicant: _____ Phone: _____

The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived but no school or person can require the student to waive this right. Check the desired statement and sign below.

_____ I waive my right to review this recommendation form.

_____ I do not waive my right to review this recommendation form.

Signature of Applicant: _____ Date: _____

To the Reference:

Texas A&M University-Commerce is seeking exceptional students to serve as New International Student Mentor. If selected, this student would serve on the orientation staff and assist in the welcoming and transition of new students and their families. The applicant's ability to communicate effectively is crucial. You can assist in the selection process by answering the following questions in regard to the applicant's ability to contribute and succeed as a member of the New International Student Mentor.

Name of Reference: _____ Title/Position: _____

Department/College: _____ Phone: _____

How long have you known the applicant? _____ In what capacity? _____

Strengths and Weaknesses:

In your opinion, what are this applicant's two most evident strengths?

In your opinion, what are some areas this applicant needs to improve/develop on as a leader?

Abilities: Use the scale below to assess the applicant's ability in the following areas.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=Not applicable

- | | |
|--|---|
| ___ Communication skills (oral and written) | ___ Ability to solve problems |
| ___ Predisposition for teamwork | ___ Ability to manage time and finish tasks on time |
| ___ Leadership abilities | ___ Ability to work with a diverse population |
| ___ Respect for authority | ___ Ability to accept responsibility for own actions |
| ___ Relationships with peers | ___ Ability to speak in front of small and large groups |
| ___ Willingness to take initiative | ___ Ability to listen and follow directions |
| ___ TAMU-C Pride | ___ Ability to present a positive image of TAMU-C |
| ___ Ability to cope with stress | ___ Knowledge of university resources and services |
| ___ Ability to relate well to students and parents | ___ Knowledge of university resources and services |

___ I recommend this applicant without reservations as an excellent candidate for the mentor program.

___ I recommend this applicant as a good candidate for the mentor program.

___ I have some reservations, but believe this candidate has a reasonable chance of success.

___ I have substantial doubts about this applicant's ability to serve as a mentor

Signature of Reference

Date

