

# SAM FOX PEER MENTORING PROGRAM

## **PREAMBLE:**

We, the members of the Sam Fox School Peer Mentoring Program, at Washington University in St. Louis do hereby establish this Constitution so that our purpose may be realized to its fullest extent.

### **I. NAME:**

Our group sharing this common interest shall be referred to as the Sam Fox School Peer Mentoring Program. This program's members may also be referred to as Fox Mentors.

### **II. PURPOSE/MISSION STATEMENT:**

The program's mission is to foster professional and personal relationships between peer mentors and mentees across the Sam Fox School of Design and Visual Arts. Through both one on one relationships between mentors and mentees and group events, we strive to promote student health and wellbeing, studio/community culture, and professional and academic development.

### **III. MEMBERSHIP:**

Mentor Requirements:

- Any student pursuing an undergraduate degree in the Sam Fox School that has completed at least one semester of coursework in the Sam Fox School is eligible to apply to be a mentor.
- All mentors must be in good academic standing.
- An academic year-long commitment required.
- Mentors are required to resubmit the interest form every year they wish to become a mentor

Roles and Expectations:

- Completion of training session to ensure mentors are prepared (refer to section VI.).

- Members must maintain a continued commitment to following the expectations outlined in the mentor handbook (refer to section VII.).
  - Summer correspondence with mentee.
  - 2 events per semester (one required: kickoff, one “elective”, refer to section VII. for more information).
  - Mentor-mentee correspondence during the semester.
  - Actively fill out spreadsheets to record participation.
- There are no dues required to be a member of the program.
- Any concerns may be directed towards the Mentor Board, Faculty Advisor (John Early) or Operations Advisor (Kim McCabe).
- Members must contact the Mentor Coordinator in order to revoke membership.

\*Information for students studying abroad will be provided later in the school year.

#### **IV. OFFICERS / ROLES:**

The executive board shall be comprised as follows and tasked with the following responsibilities. Note that the responsibilities listed below are meant to serve as guidelines, and may not include the full scope of a given Officer’s responsibilities over the course of a semester. All executive board members shall participate in the scoping, design, and construction of the program.

Executives:

##### Faculty Coordinator

- Communicate with Faculty Advisor and Operations Manager.
- Communicate with Practices professors.
- Communicate with Sam Fox School to enhance the program's realization.

##### Mentee Coordinator

- Act as a resource for conflict resolution between mentees and mentors.
- Arrange broader correspondence guidelines and communication between mentors and mentees.

##### Mentor Coordinator

- Act as a resource for mentors to reach out if they experience uncertainty or troubles in their role as a mentor.
- Arrange broader communication between Mentor Board and Mentors.

#### Public Relations

- Produce promotional materials (including emails, flyers, and merchandise) to publicize programs and events.
- Marketing for the student body, public relations, and merchandise.
- Distribute print materials, send emails, and direct advertising events.
- Work with the Event Programmer to promote Sam Fox school events to mentors and mentees.

#### Treasurer

- Manage the budget of the organization.
- Allocate funding for large events, and merchandise purchases.

#### Event Programmer

- Plan and direct activities.
- Reserve spaces for meetings and events.
- Keep track and notify the Peer Mentoring Program community of the time and location of school events.

#### Mentors:

- Refer to Mentor Membership Requirements (Section III) for their roles and expectations.

### **V. DUTIES AND RESPONSIBILITIES:**

#### Student Health and Well-Being

Prior mentorship training utilizing research and data proven studies will facilitate constructive guidance on how mentors might engage in conversations that promote healthy self-care habits towards mentees. Additionally, through their years of experience, mentors will have a unique and personal approach towards taking care of themselves and others within their studio, which we will explore as a program and curate to advise mentees.

#### Studio/Community Culture

Through a sustained connection from freshman year on, these mentors may act as a support and network to bridge younger students and upperclassmen to ultimately cultivate an open and inclusive community in the Sam Fox School. In

both the School of Architecture and School of Art, mentors are encouraged to support the Sam Fox School's belief in positive studio culture as described in the policies of the website below.

[https://samfoxschool.wustl.edu/artarch/student\\_resources](https://samfoxschool.wustl.edu/artarch/student_resources)

#### Professional and Academic Development

The academic initiatives of our peer mentoring program include:

- Prepare mentors and mentees for life after college both personally and professionally.
- Increase student exposure to research and other opportunities that provide experience in a mentee's respective career of interest via many of Sam Fox's already instated resources.
- Provide an open feedback session to give feedback and thoughts on the mentee's personal works.

#### **VI. TRAINING SESSION:**

Mentors are required to attend a training event during the first week of school.

- Distribution of Mentor Handbook
- Distribution of apparel / merchandise
- Mentor training activities

\*If you are absolutely unable to attend the training session, please contact the Mentor Coordinator.

#### **VII. MENTOR HANDBOOK:**

Roles and Expectations:

- Completion of all training sessions to ensure mentors are prepared.
  - Attend the mentor training event during the first week of school (\*date and time to be determined). Refer to Section VI. for more information
- Members must maintain a continued commitment to following the expectations outlined in the mentor handbook (refer below).
- Summer
  - You will be assigned 2-3 mentees of the incoming class.

- Email your assigned mentees individually to welcome them to Sam Fox and provide your contact info.
- Create a group chat to communicate with all of your mentees by text, GroupMe, or your preferred platform.
- Check in with your mentees at least once a month during the summer
- Attend a zoom meeting with fellow mentors.

\*Reach out to the Mentee Coordinator if you are experiencing challenges with connecting with your mentee(s).

- Attend 2 events per semester (one required, one “elective”). Possibilities for events to attend are listed below:
  - Required Events
    - Kick-off event at the start of the semester
  - Elective Events (Choose at least 1)
    - Second Planned Peer Mentoring Group Event
    - Peer Mentor Program Designed Activity
    - WIAD Coffee Talks
    - AIGA Workshops
    - Public Lecture Series
    - Fox Fridays
    - Professional Workshops
    - Pop up Thursdays
    - DISCUSSIONS Lecture Series
    - Kemper Art Museum visit
- Mentor-mentee correspondence during the semester
  - All
    - Attend first Practices of Art + Architecture in order to meet mentee face to face (optional, but highly recommended).
    - Check in with your mentees at least once a month during the semester (may use Bear Bucks Card to grab a meal or snack)
  - Art
    - If mentor is a junior or senior, visit mentor’s studio
    - Coordinate regular check-ins

- Visit Architecture studios (arrange for an architecture mentor to help conduct this tour)
- Architecture
  - Visit studio desks (Check in on their work, how they are adjusting to college, etc.)
  - Visit Mentor’s Studio (Observe and meet other upperclassmen)
  - Visit Art Studios (arrange for an art mentor to help conduct this tour)

\*If you are having trouble communicating with your mentee(s), please reach out to the Mentee Coordinator for guidance.

## **VIII. CODE OF CONDUCT:**

- I. Adhere to the University’s academic integrity policies and Code of Conduct.
- II. Adhere to the Sam Fox School’s studio culture policy guidelines.
- III. Faculty advisor reserves the right to relinquish any mentor and leadership team member from the program.
- IV. Mentors should maintain responsibility in following Mentor Handbook Guidelines. Inability to successfully communicate with the leadership team and faculty advisors may result in termination of their mentorship role.
- V. Mentors should strive to maintain transparent communication with faculty advisors, the leadership team, fellow peer mentors, as well as mentees.
- VI. Mentors should strive to create a positive and encouraging community.

## **IX. NON-DISCRIMINATION STATEMENT:**

All Peer Mentorship functions and activities are open to all interested persons regardless of actual or perceived race, color, religion, sex, national origin, appearance, size, age, ancestry, marital status, socio-economic status, health status, political affiliation, disability, gender identity, gender expression, sexual orientation, veteran status, or any other discriminatory or segregating factors.