



**OFFICIAL PROGRAM**

*Handbook*



# *Mentoring* OUR GLOBAL COMMUNITY

## **Welcome to the International Peer Advisor Program!**

You have been selected as a successful applicant to the program, joining a community of hardworking students who are dedicated to providing the highest quality standard of support to those at the University of Regina.

This handbook will serve as a reference and guide for the complete duration of your time as an International Peer Advisor. From background information to program guidelines to interactive activities, you will have an abundance of knowledge and information at your fingertips at all times!

We thank you for your support and contributions to the program and look forward to seeing you succeed!

Sincerely,

*UR International Student Services*



## WHO ARE THE INTERNATIONAL PEER ADVISORS?

International Peer Advisors are here to ease the transition to a new academic system and living environment for all new students, and support the continuing journeys of current students in their goal of achieving success.

Our team of dedicated students offers a wide range of knowledge, perspective, and experience to any and all students seeking to grow and learn throughout their time at the University of Regina.

## UR INTERNATIONAL STUDENT ADVISEES

International Peer Advisors are paired with several University of Regina students, called Student Advisees. These are students who are seeking support in their transition to a new country, academic environment, and lifestyle, or guidance for navigating university expectations, including academic assistance.

## OPPORTUNITIES FOR ALL

There is a multitude of opportunities for social engagement for all International Peer Advisors, as well as the students (Student Advisees) they assist. We encourage all program participants to join in fun events, such as the International Student Orientation, cross-cultural events, workshops and sessions, and exciting games and activities!

# ELIGIBILITY & REQUIREMENTS

## TO BECOME AN INTERNATIONAL PEER ADVISOR, STUDENTS MUST:

- Be enrolled and registered in classes at the University of Regina
- Have completed a minimum of 2 semesters towards their program of study
- Be in good academic standing with a minimum UGPA of 70%

## TO GRADUATE FROM THE PROGRAM, INTERNATIONAL PEER ADVISORS MUST COMPLETE:

- 10 International Peer Advising Hours
- 1 Global Learning Centre Workshop
- 1 Intercultural Competency Workshop
- 1 International Experience Event

**The program offers flexibility in when you choose to complete your requirements. You can remain in the program as long as you would like or until you complete all program requirements.**

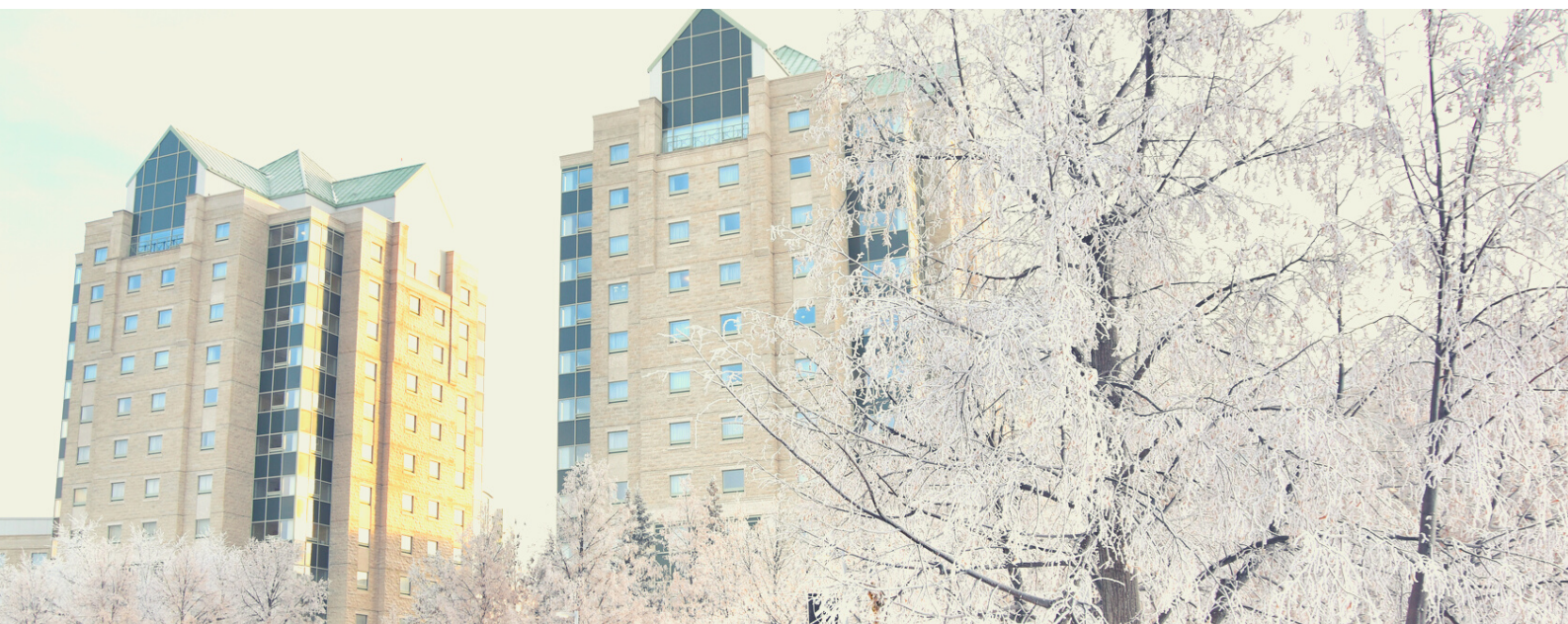
# BENEFITS & INCENTIVES

## JOIN OUR TEAM TO:

- Connect with other students
- Develop leadership and facilitation skills
- Practice organization skills
- Volunteer in a professional environment
- Understand confidentiality
- Engage in professional development opportunities
- Share experiences
- Encourage internationalization and community
- Engage in cultural diversity
- Practice intercultural competency

## UPON COMPLETION OF THE PROGRAM, RECEIVE RECOGNITION IN THE FORM OF A(N):

- Certificate of Achievement
- UR International Co-Curricular Record
- Honorarium (\$\$)
- Chance to win the *International Peer Advisor Award of Excellence*
- Reference letter



# PROGRAM REQUIREMENTS & DUTIES

## INTERNATIONAL PEER ADVISING HOURS

International Peer Advisors are required to complete a minimum of ten (10) International Peer Advising Hours per semester in the program. These hours are scheduled according to your availability and are posted to the website. Your scheduled hours can be changed, if necessary, but consistency is key to maintaining strong connections with Student Advisees.

**If you will be absent during your scheduled hours, please email [International.PeerAdvisor@uregina.ca](mailto:International.PeerAdvisor@uregina.ca) as early as possible (e.g., notify us of midterms, exams, vacations, emergencies, etc.).**

## WORKSHOPS & SESSIONS

**There are three (3) categories of workshops that International Peer Advisors need to participate in:**

- Global Learning Centre Workshop
- Intercultural Competency Workshop
- International Experience Event

International Peer Advisors must participate in at least one (1) workshop / session per category during each semester in the program. Attendance at these workshops / sessions must be recorded on your Tracking Record.

## ONE ORIENTATION EVENT

International Student Services and the Global Learning Center welcome new International Students every single semester! It is with the help of our International Peer Advisors that we are able to give them a memorable Orientation. International Peer Advisors are *required* to participate in one International Orientation Event per year. The International Peer Advisor can decide if they partake in the Fall, Winter, or Spring/Summer Orientation Event.





## INTERNATIONAL PEER ADVISOR TRACKING RECORDS

Each International Peer Advisor can download a copy of the Tracking Record from the website. This record serves as an easy way to keep track of everything you participate in while in the program.

Tracking Records must be treated the same way that an employment time card would be. If you do not keep track of your hours, we will not know if you have met all of the requirements for the program.

**It is the International Peer Advisor's responsibility to keep track of their hours and submit their Tracking Records on time.**

## SUBMITTING YOUR TRACKING RECORD

Only one (1) Tracking Record is required per semester in the program. This single Tracking Record will include all required information needed to assess your eligibility to complete the program. If you need more space, due to participating in more than the minimum requirements, you can fill out additional Tracking Records as needed.

Tracking Records are due on the last day of your International Peer Advising Hours.

**If we do not receive your Tracking Record, you will not complete the program.**

# ESTABLISHING MEANINGFUL CONNECTIONS

## POTENTIAL BARRIERS

- Establishing a comfortable environment in a virtual or in-person setting
- Lack of stable internet connections for virtual engagements
- Environments may change more often
- Difficult to read body language and physical cues in virtual settings
- Potential for miscommunication
- Expectation of being accessible at all times
- Less personable environment through virtual platforms

## NEW OPPORTUNITIES

- Discover new ways of establishing a comfortable environment
- Meet from preferred locations that are comfortable
- Increased accessibility
- Student Advisees may be more open to discussion through virtual platforms
- Use of technology to convey thoughts and ideas (utilize emojis, etc.)
- Practice using the technology available - experiment!
- Easier distribution of online resources through virtual programs

## CONSIDERATIONS DURING MEETINGS

1. Did I include a greeting or welcome statement?
2. Did I provide the information that the student requested? Did I provide any additional information by anticipating their needs?
3. Did I reinforce the student's successes and establish a sense of shared responsibility?
4. Did I establish a clear outline of the next steps? Did I invite follow-up communication?
5. Did I approach the meeting with empathy and understanding?





## KNOW YOUR TECHNOLOGY

Technology has become a standard for everyone in their everyday lives, and it is constantly evolving. It is important to familiarize ourselves with the online platforms we use on a regular basis, and know how to be creative and engaging with it.

- **UR Courses**
- **UR Self-Service**
- **UR Webmail**
- **Zoom / MS Teams / Google Meet**
- **Online Student Booking Portal**
- **MyCreds™ | MesCertif™**
- **...and others!**

## SELF-EVALUATE & GROW

Evaluating ourselves is how we improve on who we were before. When we look into ourselves and assess whether or not we are being the person we want to be or completing the goals we want to achieve, then we can adjust and align ourselves back on the path we want to travel.

Continuous self-evaluation is how we grow and move towards our best selves.



## FOOD FOR THOUGHT

- ➔ It's important to remember that first impressions mean a lot, especially on online platforms. Make sure that the student you are meeting with feels welcome and at ease!
- ➔ Sometimes we get a bit off track. It's okay - we're human! But we do need to always keep the question(s) in mind and make sure we provide the answers that the students are looking for, or redirect them to someone else if we don't have the answer.
- ➔ International Peer Advisors are resources and guides for students on campus. When a student succeeds, we succeed, and we must share the responsibility of this.
- ➔ Peer advising is an on-going process. We need to encourage students to come back whenever they have questions! As an International Peer Advisor, you will be there for the student for as long as they need and students need to know that you will be there for them.
- ➔ We're all facing something in the background of our lives. What we have to do as mentors is realize that there are feelings and behaviours that may arise that are not our fault. We need to remember to be empathetic and place ourselves in the shoes of the people we are assisting and try to look at things from their perspective.



# RESOURCES GUIDE

## CITY OF REGINA

<https://www.regina.ca/>

## UR INTERNATIONAL

<https://www.uregina.ca/international/>

## STUDENT MENTAL HEALTH

<https://www.uregina.ca/student/counselling/>

## UR SELF-SERVICE

[https://banner.uregina.ca:17023/ssbprod/twbkwbis.P\\_WWWLogin](https://banner.uregina.ca:17023/ssbprod/twbkwbis.P_WWWLogin)

## UR COURSES

<https://www.uregina.ca/urcourses/>

## UNIVERSITY OF REGINA WEBMAIL

<https://webmail.uregina.ca/>

## DR. JOHN ARCHER LIBRARY

<https://library.uregina.ca/homepage>

## UNIVERSITY OF REGINA WEB DIRECTORIES

<https://www.uregina.ca/web-directories/>

## REMOTE LEARNING FOR STUDENTS

<https://www.uregina.ca/remote-learning/index.html>

## UR COURSES STUDENT GUIDE

<https://urcourses.uregina.ca/guides/student>

## FIND USERNAME/PASSWORD

<https://novapp.cc.uregina.ca/perl/studentlookup.cgi/>



# INTERNATIONAL PEER ADVISOR PROGRAM POLICY

## TO FULFILL MY DUTIES AS AN INTERNATIONAL PEER ADVISOR, I ACKNOWLEDGE:

- That I will provide valuable information based on experiences or research in regards to becoming a successful student and community member.
- That I will be supportive of the students, staff, and faculty that I connect, collaborate, and work with.
- That I will encourage and uphold professionalism inside, and outside, the University of Regina.
- That I will be accessible and maintain timely, open communication with necessary students, staff, and faculty (i.e., responding to email communication, requests, etc.); participation in the program may be assessed at the discretion of UR International staff.
- That I will participate in valuable social and educational experiences.
- That I will act as an educational resource to those who need support and assistance.
- That I will provide information and resources about the University campus, including support services and departments, and how to contact them.
- That I am not responsible for and will not partake in the grading or completing of assignments, projects, or other classwork from other students, staff, or faculty.
- That I will assist in facilitating goal-oriented programs and activities and will work with students, staff, and faculty to ensure these goals are met.
- That I will seek assistance when necessary in order to facilitate decision making.
- That there are ideas and concepts that I can learn from others, including the students I am assisting.
- That I will maintain privacy and confidentiality, with the exception of UR International staff members when necessary (e.g., limits of confidentiality, emergency situations, etc.).
- That I will adhere to the Respectful University Policy (GOV-100-015) and will not cause, partake in, or contribute to any form of harassment and/or discrimination, or disrespectful behavior. And, that partaking in said behavior(s) will result in being removed from the program.
- That I will be available according to my provided schedule and during any International Peer Advisor Program-related activity which I have agreed to participate in.
- That I will communicate any changes to my schedule in a timely manner and to those who are affected.
- That I understand the program requirements and that all objectives must be completed, in full, in order to complete the International Peer Advisor Program.
- That, should I miss three (3) or more International Peer Advisor Program commitments that have been made verbally, in writing, or otherwise communicated, I will be removed from the program.

*Name and Student ID of International Peer Advisor*

*Signature of International Peer Advisor*

*Date Signed*

# CONFIDENTIALITY AGREEMENT

## AS AN INTERNATIONAL PEER ADVISOR, I ACKNOWLEDGE THAT: (PLEASE INITIAL EACH BOX)

- Throughout my time as an International Peer Advisor within UR International at the University of Regina, I may see, hear, or be exposed to confidential information about students, which may include, but is not limited to: students' academic performance; student ID number(s); personal contact information; behavioural displays; and/or health/medical information and related matters.
- It is my responsibility to respect the privacy and confidentiality of any and all information that I receive or am exposed to. I will not access, use, and/or disclose any information considered confidential, or perform any act which breaches this Confidentiality Agreement

# PHOTO RELEASE AGREEMENT

## PLEASE INITIAL EACH BOX TO CONFIRM YOU AGREE WITH THE STATEMENT

- I grant permission to UR International (University of Regina) to use photos in which I appear in its publications, including, but not limited to, the University of Regina website, UR International social media platforms, and International Peer Advisor promotional materials.
- I release both the school and photographer from any claims that may arise from the use of photos.
- I have read and understood the terms set forth in this photo waiver form.

*Name and Student ID of International Peer Advisor*

*Signature of International Peer Advisor*

*Date Signed*





[INTERNATIONAL.PEERADVISOR@UREGINA.CA](mailto:INTERNATIONAL.PEERADVISOR@UREGINA.CA)

[HTTPS://WWW.UREGINA.CA/INTERNATIONAL/GLOBAL-LEARNING-CENTRE/PEER-ADVISOR.HTML](https://www.uregina.ca/international/global-learning-centre/peer-advisor.html)