SOAR Ambassador Scholarship
Peer Advising Guide

A Resource to Developing the Peer Advising Relationship

UNCW Office of Scholarships & Financial Aid
601 S College Road
Warwick Center, Room 140
# Table of Contents

Section I. Introduction...........................................................................................................4  
Section II. Program Expectations.........................................................................................5  
Section III. Tips and Suggestions.......................................................................................6  
Section IV. University Resources.......................................................................................8  
Section V. Forms..................................................................................................................9
Dear Ambassadors,

The SOAR Ambassador Scholarship Program provides a framework to guide its scholars towards degree completion in four academic years. This comprehensive four-year program includes a set of expectations at each grade-level. Expectations are aligned with activities of focused, ambitious collegians, are designed to enrich the collegiate experience and propel participants towards ongoing success.

The SOAR Ambassador Peer Advising Program is a resource to assist first year Ambassadors achieve program goals. Like every component of the Ambassador Program, the intent is to leverage experiences in order to set a course for a full, meaningful and successful year.

This guide is not an end all, but rather a compilation of tools to help the advisor-protégé relationship develop. Freshman have a number of upperclassmen serving in an advisory capacity – the Resident Assistant, the Orientation Leader and perhaps a Seahawk Link. The SOAR Ambassador Program Peer Advisor differs from these roles in that there is a shared expectation to achieve and maintain academic excellence.

Hopefully, the relationship will be pleasant and a win-win for all parties. Yes, it’s ok to have fun! If challenges arise, you are encouraged to embrace, share and document them. The ability to respond and move ahead builds resilience.

If needed, seek assistance from campus resources. A list is included in this handbook for you. Remember, we are here for you and invested in your success!

Wishing you a stellar year!

The OSFA SOAR Ambassador Program Staff
II. PROGRAM EXPECTATIONS

Expectations for Protégés

• Demonstrate willingness to receive guidance from assigned advisor about matters related to the SOAR Ambassador program
• Identify priority issues for action or support
• Have a minimum of two interactions with your assigned advisor at least each month during the first semester. (The monthly Ambassador meeting may count as one of the required meetings.)
• Solicit input from Peer Advisor to clarify areas of uncertainty
• Be attentive, avoid distractions during meetings
• Respond to communications from Peer Advisor in a timely manner
• Attend and be an active participant at SOAR Ambassador meetings
• Be willing to step out of your comfort zone
• Ask questions
• Expect a safe environment to ask questions
• Provide and be open to feed forward
• Submit reporting forms in a timely manner

Expectations for Peer Advisors

• Act as an informed resource for assigned protégés regarding matters related to the SOAR Ambassador program requirements
• Support new students with identification of activities to meet the program requirements
• Have a minimum of two interactions with your assigned advisor at least each month during the first semester. (The monthly Ambassador meeting may count as one of the required meetings.)
• Provide basic support for other orientation activities
• Be attentive, avoid distractions during meetings
• Respond to communications from protégés in a timely manner
• Attend and be an active participant at SOAR Ambassador meetings
• Submit reporting forms in a timely manner

The following are examples of what should not be expected:

• Neither participant should expect to have to initiate all communication contact
• Peer Advisors are not expected to have resolutions to personal problems
• Peer Advising relationship are not intended as a substitute for professional services but may be able to guide the protégé in identifying appropriate resources.
III. TIPS & SUGGESTIONS

Helpful Personal Qualities

- Honesty
- Knowledge of one’s limitations
- Excellent communication skills (ability to listen, understand, question, clarify and give constructive feedback)
- Capacity for discretion and confidentiality
- Patience
- Excellent organization skills (ability to manage time)
- Tolerance (open-minded, flexible, approachable)
- Respect (self-respect, respect for others, ability to work effectively with diverse populations of students, faculty and staff)
- Empathy (willingness to put oneself in another’s shoes, trying to see things from their perspective)

Strategies for a Successful Protégé'/Peer Advisor Relationship

- Stick to a regular meeting schedule
- Adhere to established boundaries
- Focus on the goals, prior to and during the meeting
- Use a meeting agenda:
  - what is the current status of the goal,
  - where do you need to be,
  - what steps are needed to accomplish the goal
  - confirm date/time for next meeting
- Provide and receive feedback
- Complete and submit the Peer Advisor/Protégé’ Form to OSFA after each meeting

Suggested Conversation Topics

- Balancing Academics, Program Requirements & Social Life
- Time Management
- Networking
- Personal Responsibility and Accountability
- Life at Home
- CLAM$S program opportunities
Meeting Structure

At the end of each meeting, the protégé’ and advisor should take a few minutes to debrief the conversation. The purpose of this debrief is to:

- Review what was discussed
- Seek clarity on goals and action steps for the next meeting,
- Evaluate the meeting’s effectiveness; provide feedforward (Use Feedforward Instead of Feedback Marshall Goldsmith [https://blog.shrm.org/sasia/blog/try-feedforward-instead-of-feedback](https://blog.shrm.org/sasia/blog/try-feedforward-instead-of-feedback))
- Remember to submit the Peer Advisor/Protégé’ Form document.
### IV. University Resources

<table>
<thead>
<tr>
<th>Topic</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Exploration</td>
<td>Career Center</td>
</tr>
<tr>
<td>Internships</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Resume Assistance</td>
<td></td>
</tr>
<tr>
<td>Interview Preparation</td>
<td></td>
</tr>
<tr>
<td>Stress</td>
<td>Counseling Center</td>
</tr>
<tr>
<td>Emotional Distress</td>
<td>DePaolo Hall, Room 2079</td>
</tr>
<tr>
<td>Homesick/Loneliness</td>
<td>910.962.3746</td>
</tr>
<tr>
<td>Arts/Cultural/Gender</td>
<td>Office of the Arts</td>
</tr>
<tr>
<td>Connections</td>
<td><a href="http://www.uncw.edu/arts">www.uncw.edu/arts</a></td>
</tr>
<tr>
<td></td>
<td>910.962.3500 or 800.732.3643</td>
</tr>
<tr>
<td></td>
<td>Upperman African American Cultural Center - Fisher University Union, Room 2021</td>
</tr>
<tr>
<td></td>
<td>Centro Hispano - Fisher University Union, Room 2022</td>
</tr>
<tr>
<td></td>
<td>LGBTQIA Resources - Fisher University Union, Room 1037</td>
</tr>
<tr>
<td>Academic Support</td>
<td>University Learning Center</td>
</tr>
<tr>
<td>Testing Support</td>
<td>DePaolo Hall, Room 1056</td>
</tr>
<tr>
<td>Tutors</td>
<td>910.962.7857</td>
</tr>
<tr>
<td>Writing/Math Lab</td>
<td><a href="mailto:ulc@uncw.edu">ulc@uncw.edu</a></td>
</tr>
<tr>
<td>Nutrition</td>
<td>Abrons Student Health Center</td>
</tr>
<tr>
<td>Diet Concerns</td>
<td>DePaolo Hall - Second Floor</td>
</tr>
<tr>
<td>Healthy Living</td>
<td>910.962.3280</td>
</tr>
<tr>
<td>Leadership Workshops</td>
<td>Office of Student Leadership &amp; Engagement</td>
</tr>
<tr>
<td>Conferences</td>
<td>Fisher Student Center, Room 2029</td>
</tr>
<tr>
<td>Community Service Opportunities</td>
<td>910.962.3877</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:engage@uncw.edu">engage@uncw.edu</a></td>
</tr>
</tbody>
</table>
V. Peer Advising Agreement Form

We enter this agreement as part of the requirements of the SOAR Ambassador Scholarship Program. For this to be a rewarding experience, most time should be spent discussing opportunities and strategies to meet the program expectations. We agree that…

1. The aim of the partnership is to:
   a) Assist protégés with understanding and guidance regarding program requirements
   b) Provide companionship to attend campus events

2. The relationship is expected to last for the fall semester - September 1 to December 1. Progress will be assessed monthly by the SOAR Ambassador Program Coordinator by a review of the documentation submitted.

3. The parties will communicate via a meeting or electronically at least once a week during the fall semester and twice per month during the spring semester. (The monthly Ambassador meeting may serve as an opportunity to conduct the interaction.) Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting, we will agree to a date and time for the next meeting.

4. Each meeting will last a minimum of 15 minutes.

5. Our primary method of communication will be by ________________________________.

6. If an email/voice/text is received, we will respond within:
   a) 1-4 hours                   b) 12 hours                                      c) 24 hrs (1 day)

7. If we can’t make an expected meeting/interaction, we will:

   ______________________________________________________

8. We agree with the defined roles identified for the Peer Advisor and Protégé.

9. We agree to keep the content of these meetings confidential.

10. The Peer Advisor agrees to be honest and provide constructive feed forward to the protégés. The protégé agrees to be open to the feed forward.

   Date: ___________________________

   Peer Advisor’s signature: ______________________________________________________

   Protégé’s signature: _____________________________________________________________
SOAR Ambassador Peer Advising Communication Form

NAME: ________________________________________  ID: 850___________________________

Circle the month for this interaction:  August  September  October  November

Date of Activity: ___________________________________________________________________________

1) Describe what you did together and/or discussed.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

2) Share something gained from this experience.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

3) Date and time of next meeting. _________________________________________________________

Peer Advisor Signature ___________________________________________ Date __________________

Protégé Signature _______________________________________________ Date __________________