

WLMP Peer Mentor Guidelines & Code of Conduct

(Subject to additions.)

All WLMP members are expected to stay in good academic and disciplinary status to maintain your position in the program and your stipend. At the end of each semester, the WLMP staff will contact Academic Affairs, Student Life, the Office of Diversity & Inclusion, and the University Student Conduct Board to check-in on your good standing as an RMU WLMP student. We will also check your semester and overall GPAs. If a WLMP student falls below a 3.0 or is charged with violating any aspect of the Code of Student Conduct or responsibilities listed below, she may be subject to discipline under the University Student Conduct Process, the WLMP, and PA criminal statutes. Please read through and initial each statement, sign at the bottom, and submit this form in its entirety to the registration desk before the end of Orientation.

_____ Adhere to the RMU Code of Student Conduct described in detail at www.rmu.edu/conduct. A summary of key policies is listed below.

_____ Do ***not*** possess or use weapons of any kind on University premises. This includes the possession of firearms, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, fireworks, and other weapons or dangerous chemicals.

_____ Do ***not*** smoke inside University buildings, residence halls, offices, University vehicles or any other interior space. Do not smoke within 15 feet of any entrance door, open window, or air intake. Smoking is defined as inhaling, exhaling or holding any lighted cigarette, cigar, pipe or similar product or device such as hookahs, vaporizers, and electronic vapor devices.

_____ Do ***not*** use, possess or distribute narcotics, other controlled substances, or associated paraphernalia, except as expressly permitted by law on University premises, and is considered contrary to the Student Code of Conduct.

_____ Do ***not*** possess or drink alcoholic beverages nor be in the presence of others consuming alcohol on- or off-campus as a student underage. Once of age, do ***not*** publicly display alcohol nor use it in the presence of those underage. Do not engage in public drunkenness or disorderly behavior. Do ***not*** possess paraphernalia for or participate in drinking games within residence hall room, lounge, common area, space or assigned student organizational suite.

_____ Do ***not*** engage in any sexual misconduct, defined as sexual contact without consent. To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness. Verbal misconduct may constitute sexual harassment which is also prohibited.

_____ Do ***not*** conduct nor condone hazing, defined as a reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups.

_____ Do ***not*** create any loss or damage to the room, apartment, furnishings, or public use areas provided by RMU including intentional or accidental destruction, negligence, or careless disregard.

_____ Do ***not*** house overnight guests without the registered approval of the Office of Residence Life. Ensure that any guest abides by all Residence Life and University policies and escort them at all times. Faculty/staff mentors are ***not*** permitted as overnight guests.

_____ Adhere to WLMP commitments and responsibilities outlined below.

_____ Make a ***two-year commitment*** to the WLMP.

_____ Attend the WLMP Orientation and Women and Transformational Leadership Symposium each year.

_____ Meet with mentors/mentee on a regular basis to establish a working relationship, to receive support in creating and meeting goals, and to solve problems that interfere with your success at school or at work.

_____ ***Check in with mentee at least once a week*** either in-person or electronically and meet with mentee ***in person at least once a month***. Keep in mind that these are minimums; we encourage more contact.

_____ Keep the discussions between you and your mentee ***confidential***. Be careful about sensitive personal issues. The mentee's personal or family life may be difficult to discuss, particularly early in the relationship. However, if you sense that your mentee is struggling, her safety is in jeopardy, or she is in need of more support, you must contact WLMP staff immediately if possible.

_____ ***Meet each semester with WLMP Manager*** to discuss quality of mentoring relationship and training.

_____ ***Remain active*** by attending program events, as detailed in WLMP calendar.

_____ ***Report any issue*** in mentoring relationship or area of concern related to you or your mentee immediately to WLMP staff members.

_____ ***Respond to emails*** and outreach in a timely and professional manner; keep in contact with WLMP staff; reach out to WLMP staff any time that you need support and guidance.

_____ Complete all mentor check in documents and evaluation documents as requested and on time.

_____ Represent the WLMP in a professional manner at all times.

I agree to take on the responsibilities of a WLMP Mentee/Mentor to the best of my abilities. If at any time, I cannot honor these responsibilities, I will notify WLMP staff as soon as possible.

Name (print)

Signature

Date

Please initial, sign and return by the end of today's orientation.

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Name (print)

Signature

Keep this copy for your records.