<u>**Summer 2021 Training - Peer Educator Do's and Don'ts**</u>

This document will give you more details over the topics discussed in the presentation. Please take time to review it after the presentation.

I. Professional Ethics:
   a. Professional Responsibility
      i. Congratulations! You are now a member of the CSU community, The Access Center and the Upward Bound/Talent Search/Bridge teams!
      ii. Uncle Ben said it best: "With Great Power, Comes Great Responsibility"
      iii. Because you are representing these organization be aware of how you show up in spaces. This includes:
         1. Physical appearance, what you are wearing in the space. We like to say "dress for your day". Be comfortable but professional.
         2. Language: knowing your audience. Less formal with students but more formal with staff, parents and guests.
         3. Be aware that you are representing our programs both inside and outside our virtual workplace.
   b. What do I wear?
      i. Now picture this – the sun is out, its about 86 degrees outside, you are lounging in the oval at CSU. What attire do you see yourself in?
      ii. Now imagine yourself working virtually for your favorite college access program, you are hosting activities with students, helping support them academically, making connection, creating a welcoming atmosphere and having fun while doing it all! What attire do you see yourself in this time?
      iii. I know that is a hard question, so we have a few pointers for you.
         1. Be comfortable but also professional. We don't expect a suit and tie online everyday (I mean unless that is your comfort).
         2. Think about how you would show up if we were hosting in person.
         3. Keep is simple – tshirts, polos, blouses, ects.
         4. One big tip, wear jeans if you plan to move around or stand up!
         5. Be aware of who is your audience or in the space: parents, guest, students, other staff. Dress with the audience in mind.
         6. Have fun with it! We encourage theme days, funky costumes, etc., when appropriate.
   c. Where should I do all this awesome work with students?
      i. I mean with this whole virtual background thing you can basically do this work from anywhere world! Maybe at the Grand Canyon, on top of a mountain, in your favorite sports arena, or while on a beach. The choices are endless!
      ii. But what if it's not an appropriate time to have a virtual background? You will want to consider a few things:
         1. If possible, try to find a space you can work from consistently.
         2. Use a desk or table to place your computer on or something that will keep your video still.
         3. Ideally you will be sitting in a chair, upright, with no distractions in your background.

4. Try to have a place that is quite and well lit. We want to be able to see and hear you.
5. You will want to avoid being on your bed when meeting with students, parents, or staff. Think about if you would do that in person, I mean it's a little weird right?
6. Make sure you are aware of what is being shown in your video.
7. You don't have to rearrange a space, you can blur out your background if needed!
8. Jose shows his example in the video!

II. Boundary Setting:
a. Okay, so by now you probably have the perfect outfit in mind for your first day and you took time to set up your space. Next is showing up and meeting with students!
b. Keep in mind to be your authentic self with students, they have some type of superpower when you are not.
c. You may want to first start by sharing a little about yourself with the students.
d. It is important to set expectations and boundaries right away.
   i. Remember it is easier to loosen up rules later, than to make them stricter as the summer goes on.
e. We like to use the motto "Be friendly not friends."
   i. We are here to create a welcoming, engaging, inclusive, and fun environment for students.
   ii. We also need to uphold policies in order to create these spaces.
   iii. So having a balance of being "cool" and establish your professional role is important. The appropriate boundaries can help you do both!
f. Reminder, you are in a position of power.
   i. It is important to note that you will be establish connection with students, which will lead to building trust with them.
   ii. This can lead to you becoming a role model to students and will impact and influence them without even knowing.
   iii. So again, like Uncle Ben says be responsible with this influence.
   iv. Be aware that students may be vulnerable and seeking connection because of being disconnected for so long. So boundaries are going to be important.
g. A few ways we ask you to create some boundaries if you are working with minors:
   i. Do not give students your personal cell phone.
   ii. Ask students to contact you via email or through a core staff member.
   iii. Staff members should not be alone online with any students. If you need to meet with a student or they want to meet with you, ask another staff member to be present.
   iv. Think of more public ways to communicate with students like GroupMe.
   v. Do not add students on social medial during the program. Need to keep boundaries even outside of workplace.
   vi. Example: Core staff will not add students to social media until they graduate high school.
h. Set boundaries for when you are in contact with students.

      i. Avoid responding to students outside of work hours.
     ii. For the most part students should not be contacting you outside of their scheduled day.
   iii. If it's an emergency, students should call local authorities.
i. Be aware of what's happening in your virtual space:
      i. Paying attention to students react to comments. There is a fine line between jokes and bullying.
     ii. Even though some students will joke around, need to be aware of what that is creating in the space. Are students feeling left out because of inside jokes?
   iii. Be aware of language in space. We will have policies around writing students up in some cases for inappropriate language. Again, want to create an inclusive space for all students to feel comfortable.
   iv. Let student help create expectation so you have their "buy in". This will help them hold each other accountable.

III. Online Behavior Policies for Students:

a. Each college access program will have policies which will include expectation of students who participate in the program, along with info on consequences for breaking any of these policies.

b. These "rules" all have purpose behind then. They have been developed to hold students accountable and keep them as safe as possible in our shared spaces.

c. Each program will receive these behavior guidelines from their teams.

d. It is important to uphold these rules and not try to be the "cool" staff member.

e. Consistency with the staff holding students accountable helps with creating an inclusive space for students and keep boundaries in our program.

f. You have ownership over your space so please add any expectations that would make the space better for you and the students.