PAW Academic Programming - Facilitation Guide

Facilitator (bold all that apply)
>   Resident Advisors
>   **Peer Academic & Wellness Leaders**
>   Marketing, Administrative, & Programming Assistants
>   Faculty-in-Residence
>   DRL Professional Staff Member(s)
>   Please specify: _____
>   RHA Advisor(s)
>   Other: _____

Audience (bold all that apply)
>   Individual Resident
>   Cohort of Residents
>   Please specify:_____
>   Roommates
>   Floor/Wing/Apartment Area
>   **Building/Community**
>   Residential Campus
>   UAA Campus/Campus Partners
>   Other: _____

Materials
>   Program Proposal Form
>   Implementation Strategy Tracking Form
>   Student Staff Common Expectations

Learning Goal & Learning Outcome
>   Educational Success - Learning Outcome #3: Residents will demonstrate knowledge of effective academic and professional skills.

Assessment Strategies
>   Residential Impact Survey
>   Implementation Strategy Attendance and Tracking

Timeframe
- PAWs are required to facilitate an academic program once a month during the fall and spring semesters.

Purpose
- The academic programming hosted by the PAWs is meant to enhance the skills residents need to be successful in their academic work. Academic programming should focus specifically on content related to coursework at the institution or skills and resources directly relating to performance in the classroom. This could include a program on DegreeWorks, academic advising, scholarship opportunities and financial literacy, syllabus navigation and assignment planning, reading skills, note taking skills, etc.
- The resume writing, cover letter writing, and interviewing skills workshop is meant to assist residents in gaining skills necessary for career placement following graduation. Most residents come to college with the goal of gaining access or advancement in a career field. By assisting residents in obtaining high quality resumes, cover letters, and interviews, we increase the likelihood of them attaining their career goals.

Tasks
- Work with your supervisor to submit a program proposal form for your academic program that fits within the departmental guidelines for academic programs.
- Take advantage of the many resources available at the institution to enhance your academic programming. The Learning Commons, faculty members, academic advisors, Financial Aid, the Registrar's Office, and many others are excellent campus partners you can contact to assist with your programs. Be as professional as possible when interacting with campus partners and give them plenty of notice when making requests. Be active and engaged during the entire process. Clearly define with outside presenters who is responsible for each task to avoid confusion and issues.
- For the workshop, partner specifically with Career Services on facilitating the resume building, cover lever writing, and interviewing skills workshops.
- Advertise your program with the assistance of the Residence Life Office staff and encourage your residents to attend.
- Be present and helpful at the event, even if you are not presenting. Ensure any technology needs are met and the instruments are functioning properly.
- Academic programs may also be passive in nature, with information being presented via bulletin boards, displays, or handouts available to residents. Ensure any material is neatly displayed and accurate. Passive displays should follow the guidelines for bulletin boards outlined in the [Student Staff Common Expectations](#).
- Thoroughly complete the program evaluation form and file any pictures of the event for later use.

Criteria for Success

Attendance is an important indicator of success for any program, but more important is the impact programs may have on the residents. These programs could be considered successful if residents reported via assessments that they improved their academic skills while living on campus and felt better prepared to enter the workforce. Success may also be measured by average cumulative GPAs for the residential community, credit completion rates for the residential community, and career placement data for residents. Additionally, success would also include strengthened partnership with other departments and colleagues at the institution.