NEVADA FIT
Bootcamps for Academic Success

NevadaFIT 2016
Pack Mentor Handbook
Dear NevadaFIT Mentor,

I am very pleased that you have decided to accept the challenge of being a NevadaFIT mentor. You have been selected because of your academic accomplishments and because you have the personality and “people skills” that are well suited to the program. It is my opinion that NevadaFIT mentors are the most critical and impactful component of the program. As a current student who has been successful, you bring a unique credibility that no faculty member or administrator can offer. You truly have an opportunity to change the lives of your Pack members in a profoundly positive way. The example and guidance that you provide can and should provide a solid foundation and direction for the future academic and social success of your students. You will show students how to be successful in and out of the classroom.

As those of you who have participated in NevadaFIT know, the program is designed to challenge students and expose them to stressful situations. We want students to be exposed to challenges so they will know how to manage and/or avoid them in the future. Your role during periods of stress is particularly vital. Your calm guidance and wisdom will help students stay on task and give them confidence that can succeed. You can help your Pack members understand that they truly belong to be in the UNR community.

Your role as a mentor should also be a wonderful growth opportunity for you. You will develop leadership and communication skills and will likely recognize qualities in yourself that will surprise you. Mentors commonly develop lasting relationships with other mentors as well as with the members of their Pack. You should also take the opportunity to get acquainted with the faculty and staff who participate.

On behalf of a grateful university, please accept my most sincere gratitude for “paying it forward” to the next freshman class of UNR. I am very proud of you.

Sincerely,

Kevin R. Carman
Executive Vice President & Provost
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**NevadaFIT Packs**

Each mentor will be responsible for mentoring 6 incoming freshman. This will be your pack throughout the week of NevadaFIT. Encourage your pack members to establish close relationships with you as their mentor and with the other members in their pack, and help them build a supportive network for one another as they experience the same challenges, and celebrate their successes, throughout the week of NevadaFIT.

Most of your pack members will be freshmen in the same major or college as you are, but some may be undeclared/undecided if you are participating in a program that accepts undeclared/undecided students. If you have pack members who are undeclared/undecided, make sure they feel welcomed and supported within the pack.

**Pack Mentor Expectations**

Think about your first days as an incoming freshman. Think about your first semester as a freshman. What were your concerns? What were you excited about? What questions did you have? What made you feel welcomed to campus and committed to your success in college? You have an opportunity as a Pack Mentor to help other incoming freshmen find their own path to success.

As a NevadaFIT pack mentor, you will establish relationships with your pack members that help them prepare for academic and social success at the university. You will use your personal experience and knowledge to assist students and give them guidance. As an experienced and successful student yourself, you have a lot to offer incoming freshmen as they prepare for the rigor, expectations and excitement of college. Let pack members know you can be the first person they come to when they need advice or have a question.

As a Pack Mentor you are:

- An academic and social role-model
- A guide through the intensive transition to the university
- A liaison between students, faculty and university staff
- Crucial to the success of NevadaFIT and to your mentees success in NevadaFIT

As a Pack Mentor you are expected to:

- Be professional and set a good example: demonstrate how to be a successful college student
- Facilitate study groups, academic skills workshops, pack mentor sessions, etc.
- Help pack members learn good time management and study habits
- Help pack members learn to understand academic expectations and prepare for the rigor of college courses
- Help pack members learn to manage stress and balance academic and social obligations
- Encourage pack members to utilize campus resources; make referrals to campus resources when necessary (ex: referrals to Counseling Services, Academic Advisors, etc.)
- Assist pack members with understanding assignments/syllabi, navigating Canvas and other learning management systems, and other academically related tasks
  - You are not expected to be a tutor; for example you may help your pack members learn how to approach a difficult math problem, but you are not expected to be a math tutor
• Commit to the daily schedule of your NevadaFIT program
• Communicate with Program Coordinators and faculty when necessary
• Escort students to scheduled activities when necessary
• Assist with evaluation of pack members participation and engagement in NevadaFIT

Your program coordinators will have more specific expectations of you as a Pack Mentor, and you will learn more about those expectations during your program specific training. Some programs will have a Lead Pack Mentor; you should discuss the role of lead mentors and pack mentors with your program coordinator, if applicable.

FERPA: Family Educational Rights and Privacy Act
FERPA is a federal law that protects the privacy of student educational records. Student rights under FERPA include 1) the right to inspect and review their education records 2) the right to require an amendment of education records if it is inaccurate or misleading 3) right to consent of disclosure of personally identifiable information contained in education records 4) right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA.

What does FERPA mean for you as a mentor? You should not discuss the educational record (grades, enrollment, etc.) of a student with other students, and you should not disclose personal information about a student with other students. Information is not to be shared with others, unless the other person has a “legitimate educational interest” or a “need to know.” These instances include referring a student whom is at risk of harming himself/herself or others. It is also appropriate to discuss a student’s personal information with your lead mentor, program coordinators, and other campus personnel (such as counseling, tutoring, faculty, etc.) because these people would have a legitimate educational interest and need to know cause for knowing about a student’s personal information.

Student Code of Conduct
The Student Code of Conduct outlines university procedures intended to provide fair treatment of all students, support the rights of all students, and define the procedures to follow if misconduct occurs. Please review the Student Code of Conduct to make sure you understand your responsibilities as a student, and how these policies apply in your role as a Pack Mentor. This information is a helpful reference that will also help you teach your pack members about their responsibilities as students. Talk to your program coordinator about how to best handle student conduct issues if they arise.

Professionalism & Social Media
Please keep in mind that as a Pack Mentor, you are representative and employee of both the University of Nevada, Reno and the NevadaFIT program, therefore professionalism is important. Not only are you a representative of the university and the program, you are also setting an example for your pack members regarding what it means to be professional.

Social media will be utilized in many of the NevadaFIT programs, and it is important to keep professionalism in mind when using social media during NevadaFIT. Be sure you are cognizant about using social media in accordance with FERPA and that you use social media best practices. For example, do not post information about a student’s grades, test scores, evaluation, etc. on social media. Share in the accomplishment of a good grade, but leave it to the individual student to post such things on social media. Also be mindful of respecting privacy when uploading photos and posting on social media, as some of your pack members may not want their pictures or other information shared on social media. Know what your pack members are comfortable with, and then you can use social media accordingly.
Schedule
It is very important that the daily schedules of each NevadaFIT program are followed, and that students arrive to and leave from their scheduled activities in a timely manner. We are accommodating a large number of students during check-in, mealtimes, and other daily activities across campus. It is important that students do not arrive too early or late to the scheduled activities and mealtimes, as this causes time conflicts with other groups. Please refer to the central schedule and your program schedule for information.

Check-in
You will be assisting your program coordinator with check-in during the first day of NevadaFIT. Please make sure you understand your role in assisting with check-in by communicating with your program coordinator. In general, Pack Mentors will help usher students and their families to their assigned seating at the Opening Ceremony. You will also help usher students out of the Opening Ceremony and to their appropriate NevadaFIT programs.

Pack Mentors should also help students complete the form for photo/video release, and let them know the process for opting out of the photo/video release if they do not wish to participate. If students opt out of signing the release waiver, please communicate to the student that it is their responsibility to notify photographers and videographers that they have opted out and do not want to appear in photos or videos.

During the check-in process, please help communicate to students and their families that after check-in, the Opening Ceremony begins and that once the ceremony commences, students will be escorted out by Pack Mentors to begin their NevadaFIT program. Let families know that it is good time to say goodbyes and spend time together before the Opening Ceremony begins, as students will be seated separately from their families during the ceremony and begin their program immediately afterwards. You should also communicate that the Parent Information Session begins immediately after the Opening Ceremony and runs until 2:00 and lunch is not provided for families. Some of the dining options in the JCSU will be open during check-in if families want to get food and drink before the Opening Ceremony begins.

Evaluation: ACE 110
Students will be enrolled in a one-credit ACE 110 course and will receive either a Satisfactory or Unsatisfactory grade for the course. Overall, assessment is based on participation and engagement during the week of NevadaFIT, so that if a student is fully engaged and participatory, a satisfactory grade is received. Pack Mentors will play an important role in evaluation and assessment. Each program will have its own criteria for evaluation, and your program coordinator will communicate to you expectations of participants and your role in assessment.

Your primary role is to be a mentor to your pack members, guiding them through their transition to the university. Your role in evaluation should not interfere with your primary role as mentor. You can balance your role as a mentor with your role in evaluation by reminding students that staying engaged and participating is key to passing their regular courses too.

How to be an effective Pack Mentor

Mentoring tips
Get to know your pack members by finding out what they like and dislike, their backgrounds and experiences, and how they are feeling about their transition to the university. Knowing your pack
members as individuals will help you be an effective mentor. Use your best judgment to differentiate between what you can address as a mentor, and know when you need to reach out for help. Regularly check in to see how your pack members are doing during the week of NevadaFIT.

Try to let your pack members solve their own problems when possible. It may be easy for you to think of a solution to a problem or issue, since you have already experienced the transition to college. Offer advice, give guidance, and encourage your pack members to find solutions so they learn to be successful on their own.

Communication
Good communication with your pack members is key to begin an effective Pack Mentor. There are several communication skills you can employ to ensure good communication with your pack, such as active listening and asking open-ended questions.

Active listening involves not just listening, but being an active participant in the conversation. Make a conscious effort to hear the words being said, but more importantly, pay attention to the message communicated through those words, the person’s body language and tone of voice. Stay focused on the conversation, and try not to form responses in your mind while the other person is talking, or you may miss part of the message. Make sure your words, body language and tone of voice show the other person that you are actively listening. Reflect what the other person has said by paraphrasing what you heard, or ask clarifying questions.

Asking open-ended questions—questions that will not elicit a “yes” or “no” answer—is another effective mentoring skill. By asking open-ended questions you are more likely to gather more information about what a student is thinking and feeling, which will help you give them the appropriate guidance and advice.

What freshman need to know
As a mentor, you are providing tools for academic success. Each student will be different and is important for students to analyze what works for them. Your role as a mentor is to provide as many tools and strategies as possible, and then help students determine what tools and strategies work for them. Let them know what has helped you be a successful student, yet keep in mind that their experience will be different than your experience. As a mentor, you can help your pack members make the best of their own experiences. The following are some of the skills you will want to help your pack members build so they achieve college success.

Classroom etiquette
- How to address professors and how to communicate with professors
- Appropriate behavior during lectures; how to engage in lectures and class discussions
- Appropriate use of technology; knowing professor’s expectations of technology usage
- How to visit a professor during office hours, why it is important, and what to ask/discuss

Time management
- Understanding the time it takes to adequately study, and how to schedule time for studying
- How to balance academics and personal life; how to prioritize their time
- Using tools for time management; calendars, organizers, technology, etc.

Study skills
- Understanding and using a syllabus
- Reading, note taking, and study strategies
- Test taking strategies and coping with test anxiety

**Stress management and well-being**
- How to manage stress
- Maintaining a healthy lifestyle
- Utilizing campus resources that may help them strengthen their personal well-being

**Transition to college life**
- How to adjust to a new environment
- Coping with leaving home and family, and meeting new people
- Making decisions independently

Your Program Coordinator may have you coordinate and present Pack Mentor sessions specifically addressing some of these topics, as well as other topics of interest to freshmen, such as questions and answers about being a college student where you may offer tips and best advice. You may also want to encourage your pack members to attend Student Success Series events during the academic year.

**Working with First-Generation students**
Some of your pack members may be the first in their family to go to college; you may be one of those students yourself. First-generation students are students in families where neither parent has graduated from a four-year college or university. First-Generation students often experience challenges during their transition to college because they often do not have an experienced role-model to rely on for information or to guide them through their transition to college. As a Pack Mentor, you have a unique opportunity to help first-generation students understand how to successfully navigate the college system and prepare them for future success. There are several campus programs designed to help first-generation students including TRiO Scholars and First in the Pack.

**Working with Undecided/Undeclared students**
Some of your pack members may be students who are undecided about their major or have not yet declared a major. They may have chosen to attend a NevadaFIT program to explore a particular major, or they may not know at all about the major. Giving undecided or undeclared students more information about your major, or choosing a major in general, will help these students make informed decisions about their majors. You may also want to refer students to the Advising Center for major exploration resources.

**Assisting stressed and distressed students**
NevadaFIT is designed to acclimate freshmen to the expectations of the university, and simulate what it is like to deal with the stress of deadlines and studying for mid-terms. Students should experience some stress, and as a mentor you can give them the guidance to appropriately manage that stress. Draw from your own experience and the experience of other students to provide your pack members with coping and stress management skills. Counseling Services provides more information about stress and anxiety management that may be in mentoring.

However, if one of your pack members experiences emotional or physical distress beyond what you as a mentor can adequately address, be sure to communicate with your program coordinator and ask for their guidance when you need support. Your program coordinator may have procedures for you to follow to help distressed students. You may also want to communicate with other Pack Mentors who may be working with the student so that you can work together to assist students when necessary.
**Counseling Services** offers walk-in “Urgent Care” counseling sessions Monday-Friday, generally between 10am and 4pm. Students do not need to be in crisis to utilize that service. In many cases, it is best to call the front desk (784-4648) and let the receptionist suggest how to proceed, given the particular situation. During the summer Counseling Services hours are 8am-5pm, Monday-Friday. After hours, you can reach an on-call counselor to speak with by phone at 297-8315.

**Student engagement**

Engagement and participation is crucial to the success of NevadaFIT, not only for the credit students receive for ACE 110, but also as part of their transition to the university. If one of your pack members is not engaged or fully participating, remind them how important it is to be fully engaged with the program. If you find it difficult to intervene with a student who is not engaged or participating, remind the student that their full-participation is necessary to receive a satisfactory grade for the ACE 110 course, but also discuss why staying engaged is important to their overall success as a student. Feeling overwhelmed, burnt-out or apathetic are obstacles to student success, so give your pack examples from your own experience or the experience of other students about how to reengage.

**Policies, Procedures & General Information**

**Communication with Program Coordinator**

Please check-in with your Program Coordinator daily, and be aware of any communication procedures that are specific to your NevadaFIT program. If an emergency arises that will interfere with your availability, be sure you know how your Program Coordinator prefers to be notified.

**Lanyards**

In order to identify the different NevadaFIT programs, color-coded lanyards will be distributed. Please have your lanyard and nametag with you at all times, and remind your pack members to also have theirs with them at all times.

**Residence Halls**

If you are conducting a study session or pack member session with your pack in the residence halls, you are allowed to enter the residence halls common areas with their pack members. Pack Mentors are not allowed into student’s rooms. You need to have your lanyard, with your name tag, with you in order to identify yourself as the Pack Mentor. If you have questions about Residential Life policies or procedures, please contact the [Residential Life](#) office.

**Math**

Many of the NevadaFIT programs are incorporating math lectures into their daily schedules, so be sure you know if your program is participating in the math portion of NevadaFIT. Pack Mentors should attend the first day of lecture to get familiar with the assignments, technology, and expectations of the math portion of the program. You may also have a role in evaluation of your pack members’ participation in the math portion of the program, so you should attend lectures with your pack members when possible.

**Technology & Troubleshooting**

Students will be accessing and utilizing Canvas, MyNevada, and technology for math and other NevadaFIT sessions, and may need assistance. Pack Mentors will distribute a Canvas Quickstart Guide to their pack members that will outline how to navigate Canvas, [Helpdesk](#) and [Teaching & Learning](#).
Technologies staff will be available during the week of NevadaFIT to assist with technology troubleshooting.

Emergency Response
If an emergency arises, use your best judgment to assess the situation and seek out help when necessary. The Emergency Response Guide provides resources and protocols for handling emergency situations such as injuries and first aid, building evacuations, natural disasters and other personal safety matters.
Appendix

NevadaFIT Central Mentor Orientation
Saturday, August 20, 2016
Joe Crowley Student Union Theater
8:00 am – 12:00 pm

8:00 am – 8:10 am  Sign-in
NevadaFIT pack mentors will sign-in, submit photo and video release waivers, and grab NevadaFIT packets and handouts.

8:10 am – 8:30 am  Introduction & Provost Welcome
Kevin Carman, Executive Vice President & Provost (5 minutes)
Past pack mentors from each boot camp (15 minutes)

8:30 am – 9:00 am  Announcements & Reminders
Central Schedule run-through, FERPA, social media best practices

9:00 am – 10:00 am  Counseling Center Presentation
Cynthia Marczynski, Director, Counseling Services
*Handout will be distributed

10:00 am – 11:00 am  Sexual Harassment Prevention & Training
Denise Cordova, Equal Opportunity & Title IX Coordinator
*Handout will be distributed

11:00 am – 11:30 am  Canvas Training
Joan York, Teaching & Learning Technologies
*Handout will be distributed

11:30 am – 11:45 pm  Down Under Café Information
Russell Meyer, Director of Housing Operations & Dining Services
Barbara Hanke, Down Under Café

11:45 pm  Lunch
Students grab boxed lunches and may leave or begin program-specific orientation
NevadaFIT 2016 Central Schedule

Sunday, August 21, 2016

9:00 am – 11:00 am  Residence Hall Check-in

Students will report to their assigned residence halls for check-in per their assigned check-in time when they received their housing assignment email. Please keep in mind you will have a short time for move-in. Students will be responsible for checking-in, unloading their belongings into their assigned rooms, and reporting to their boot camp immediately for program check-in.

Note: Per the University Housing Office, guests are not permitted in the student rooms if the student is not present.

11:00 am – 12:15 am  NevadaFIT Check-in (TBD)

Students will report to their boot camps and check-in. Students will also receive NevadaFIT packets.

Note: Parents, please give your child a hug before the opening ceremony is set to begin. Please also bring lunch or explore lunch options at the Joe Crowley Student Union food court before the opening ceremony at 12:20 p.m. The Parent Information Session begins at 1:00 p.m. and there will not be another opportunity to get lunch once the Parent Information Session has begun.

12:20 am – 12:50 pm  NevadaFIT Opening Ceremony (Grand Ballroom of the JCSU)

Students will be seated according to boot camp. Parents will be seated at the back of the ballroom.

12:50 pm  Boxed Lunch (Room 423)

Students will file out by boot camp (please wait for your camp to be called) to pick-up boxed lunches. Students will then break out into their respective bootcamps to begin their programs.

1:00 pm  NevadaFIT Begins!

1:00 pm – 2:00 pm  Parents & the Provost (Grand Ballroom of the JCSU)

Provost Kevin Carman will host the NevadaFIT Parent Information Session. Parents are encouraged to attend and ask questions about what students will experience during NevadaFIT.

Thursday, August 25, 2016

11:00 am – 1:00 pm  NevadaFIT BBQ on the Quad

Join us at the Quad for a closing BBQ, as we celebrate the successful completion of NevadaFIT week!
### Test Anxiety Reduction

### Mindfulness

### Working with Distressed Students

#### Campus Resources & Contact Information

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Associated Students of the University of Nevada</td>
<td>784-6589</td>
<td>Joe Crowley Student Union, 3rd Floor</td>
</tr>
<tr>
<td>Campus Escort</td>
<td>742-6808</td>
<td>Joe Crowley Student Union, 334</td>
</tr>
<tr>
<td>Career Studio</td>
<td>682-7114</td>
<td>Pennington Student Achievement Center</td>
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<tr>
<td>Center for Cultural Diversity</td>
<td>784-4936</td>
<td>Joe Crowley Student Union, 3rd Floor</td>
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<td>Counseling Services</td>
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<td>Pennington Student Achievement Center, Suite 420</td>
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<td>Disability Resource Center</td>
<td>784-6000</td>
<td>Pennington Student Achievement Center, Suite 230</td>
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<td>Help Desk</td>
<td>682-5000</td>
<td>Mathewson-IGT Knowledge Center</td>
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<tr>
<td>Math Center</td>
<td>784-4433</td>
<td>Pennington Student Achievement Center, Room 300</td>
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<td>Office of International Students &amp; Scholars</td>
<td>784-6874</td>
<td>Fitzgerald Student Services Building, 120</td>
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<td>Office of Student Conduct</td>
<td>784-4388</td>
<td>Clark Administration, Lake Level</td>
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<tr>
<td>Police Services</td>
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<td></td>
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<tr>
<td>Residential Life, Housing and Food Service</td>
<td>784-1113</td>
<td>Juniper Hall, 1st Floor</td>
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<td>Student Health Center</td>
<td>784-6598</td>
<td>Redfield Building 196</td>
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<td>Teaching &amp; Learning Technologies</td>
<td>784-6085</td>
<td>Edmund J. Cain Hall</td>
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<td>TRiO</td>
<td>784-6044</td>
<td>Pennington Student Achievement Center, Suite 450</td>
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<td>Tutoring Center</td>
<td>784-6801</td>
<td>Pennington Student Achievement Center, Room 320</td>
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<td>University Advising Center</td>
<td>784-4684</td>
<td>Pennington Student Achievement Center, Suite 405</td>
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<td>Veteran Services</td>
<td>682-5929</td>
<td>Fitzgerald Student Services</td>
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<td>Writing Center</td>
<td>784-6030</td>
<td>Pennington Student Achievement Center, Room 350</td>
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