First Year Programs (FYP) FIG Leader Guidelines and Expectations 2019

As a FIG leader you need to become familiar with and committed to effectively carrying out your responsibilities. These guidelines & expectations have been developed to guide you in your position. This document outlines the major requirements of the position.

Academic Success
- You are a student first, then a FIG leader. If you have a conflict with these roles, communicate these issues to the FYP staff.
- Be an appropriate academic role model by planning ahead to ensure success.
- Always prepare for class and never cancel a class meeting.

Communication
- Provide productive feedback and constructive critique to students in a way that reflects how you would like to receive it.
- Maintain a positive attitude, share new ideas, and be yourself in class!
- Seek assistance in making decisions with FYP.
- Keep FYP informed of all issues that affect you, your class, or your students. Surprises should not surface last minute.

Community Development
- Understand that developing community is your key role. This development will take time and commitment. Be sure to make yourself accessible to students.
- Enjoy being a community builder; you really can make a difference in the lives of your students.
- Get to know the students in your class and know that you only meet with them for a limited time during the quarter so it is crucial that you make the most of that time.
- Conduct ongoing needs assessment of your students and adapt your class and activities to meet their needs.
- Confront inappropriate behavior promptly and effectively.
- Conduct yourself in an honest, conscientious, and respectful manner because you will be regarded as a role model by students in your class and by others.

Confidentiality
- There is a difference between ‘private’ and ‘confidential’. If a student or fellow FIG leader wishes to share something with you confidentially, tell that individual that anything shared with you will be kept private, but not necessarily confidential.
- In all cases, if health or safety of any individual is at risk, you are required to share anything that you know with FYP.

Diversity
- Create an inclusive and welcoming community by utilizing training provided by First Year Programs.
- Understand that diversity is a broad topic and is not related to political correctness; it goes beyond the way someone may look or speak, and includes different experiences, philosophies, orientations, and beliefs.
- Engage program participants in experiences that educate and celebrate a variety of cultures and backgrounds.
- Continually assess community values and develop an understanding that you might not be able to change opinions, but can model respectful behavior.
- Offer resources geared toward underrepresented groups in the form of both academic and social community building.
• Be an advocate for students who experience discrimination, oppression, bullying, or marginality. If you become aware of students who engage in this behavior, respond promptly and effectively and notify FYP.

Consistency and Conduct
• As an ambassador for the university, you are expected to abide by the student conduct code and laws of the State of Washington.
• Educate students about university policies understanding that all policies are for the safety, security, academic success and personal development of all UW students.
• Be consistent in your confrontation of issues and understand that you are operating in a capacity as a FIG Leader rather than a friend.

Program Participation & Engagement
• Utilize your training to inform decision making. Utilize professional staff, student coordinators, and returning FIG Leaders to navigate unclear situations.
• Refer to campus resources as much as possible in order to help your students become familiar with campus programs, services, and systems. Ensure your information is accurate.

Professionalism
• Communicate electronically (Facebook, twitter, etc.) in a legal and appropriate way. Communicate the same way you would face-to-face. Pay particular attention to how individuals find out additional information about you.
• Return any checked out technology equipment to FYP by the end of each day. Any items checked out from STF or CTE must be returned by the end of the quarter. Failure to do so will result in being fined a fee to replace the item.
• I understand that conduct deemed inappropriate by First Year Programs could potentially lead to dismissal.

Time Commitment
• Spring Quarter: GEN ST 470
  o 1 hour, 50 minutes of class per week.
  o This class offers intensive training in public speaking, facilitation, lesson module development, and leadership. FIG Leaders are expected to enroll in one lecture and one quiz section listed below:
    o Lecture Sections: Tuesdays (2:30 - 3:20 p.m.) or Wednesdays (2:30 - 3:20 p.m.)
    o Quiz Sections: Tuesdays (3:30 - 4:20 p.m.), Wednesdays (3:30 - 4:20 p.m.), or Fridays (9:30 - 10:20 a.m.).
• Summer Quarter: All FIG Leaders are expected to return to campus before the autumn quarter begins for the following two events:
  o Pre-Quarter Training: Friday, Sept. 20, 2019 (8 a.m. - 4 p.m.)
  o Husky Kick-Off: Sunday, Sept. 22, 2019 (12 p.m. - 5 p.m.)
• Autumn Quarter: GEN ST 470 & GEN ST 199
  o Training will continue throughout the autumn quarter, consisting of weekly small-group FIG Leader meetings (times vary). Of course, you will also be teaching your own section of GEN ST 199.
First Year Programs FIG Leader Acknowledgement of Policies

By signing below, I agree to the aforementioned conditions as outlined by the 2019 FIG Leader Guidelines and Expectations and acknowledge my understanding of specific policies by initialing below:

<table>
<thead>
<tr>
<th>Initial</th>
<th>Policy</th>
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<tbody>
<tr>
<td></td>
<td>I am able to enroll in Spring GEN ST 347 training class lecture (T 2:30-3:20; W 8:30-9:20, or W 2:30-3:20) and quiz (T 3:30-4:20; W 3:30-4:20; F 9:30-10:20).</td>
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<td></td>
<td>I will attend Pre-Quarter Training on Friday, September 20, 2019 from 8:00 am – 4:00 pm.</td>
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<td>I will attend Husky Kick-Off on Sunday, September 22, 2019 from 12:00 pm – 5:00 pm.</td>
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<td>I understand that I will be teaching a GEN ST 199 course in Autumn of 2019.</td>
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<td>I understand that in addition to teaching my GEN ST 199 course, I will also enroll in the Autumn GEN ST 470 training class (times will vary).</td>
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<td>I understand there is a difference between ‘private’ and ‘confidential’. If a student or fellow FIG leader wishes to share something with you confidentially, tell that individual that anything shared with you will be kept private, but not necessarily confidential.</td>
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<td>I understand that I am required to abide by the University’s student conduct code and employee policies as listed online <a href="http://www.washington.edu/studentconduct/">http://www.washington.edu/studentconduct/</a> and Student Governance and Policies <a href="http://www.washington.edu/admin/rules/policies/SGP/SPTOC.html">http://www.washington.edu/admin/rules/policies/SGP/SPTOC.html</a>.</td>
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<td>I understand that I am required to maintain professional and collegial relationships with my fellow FIG Leaders, campus partners, and new students. Any conduct deemed inappropriate by First Year Programs could be grounds for dismissal from the FIG Leader position.</td>
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I agree to the aforementioned conditions as outlined by the FIG Leader Guidelines and Expectations. I accept and adhere to these terms. Moreover, I understand that any breaches of the guidelines and expectations may result in disciplinary action including, but not limited to, a formal apology, probation, or dismissal.

Print Name:________________________________________________________________________________________

Signature:_________________________________________ Date:__________________________