

First Year Programs (FYP) Student Coordinator Guidelines and Expectations

As a Student Coordinator (StuCo) you need to become familiar with and committed to effectively carrying out your responsibilities. These guidelines and expectations have been developed to guide you in your position.

Academic Success

- You are a student first, and a student coordinator second. If you have a conflict with these roles communicate these issues with your supervisor.
- Maintain an effective and sustainable balance between your academic and job responsibilities.
- Ensure academic success by planning ahead in both work load and class selection.
- Maintain at least a 2.5 GPA. If your academic performance is a concern, please discuss this with your supervisor.

Confidentiality

- There is a difference between 'private' and 'confidential.' If a student or guest wishes to share something with you confidentially, tell that individual that anything shared will be kept private, but not confidential.
- In all cases, if the health or safety of any individual is at risk, you are required to share anything that you know with your supervisor
- Information shared with you that relates to program participants or other staff members, should be kept private and discussed only with individuals who are directly involved with the situation.

Consistency and Conduct

- Emulate behaviors that are positive and lawful both on and off campus. You are an ambassador for the university at all times. Realize the negative impact of inconsistency.
- If prompted, educate students and parents about university policies; understanding that all policies are for the safety, security, academic success and personal development of all UW students.
- Adhere to all university policies stated in the Code of Conduct.

Diversity

- Create a safe, inclusive and welcoming environment for all who enter the office.
- Understand that diversity is a broad topic, goes beyond the way someone may look or speak, and includes different experiences, philosophies, orientations, and beliefs.
- Continually assess community values and develop an understanding that you might not be able to change opinions but can model respectful behavior.
- Be an advocate for individuals 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 professional staff.

Professionalism

- Take time to consider how others might perceive you and your actions.
- 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.



- Understand the guidelines regarding alcohol consumption:
 - StuCos
 - Will not consume or be under the influence of alcohol or marijuana during any work session.
 - Will not possess/use/produce false identification or drugs.
 - StuCos Over 21
 - Will limit interactions with other team members to an absolute minimum after consuming alcohol.
 - Will not consume marijuana.
 - Will not purchase or supply alcohol or marijuana for persons under 21.
- Understand that the conduct deemed inappropriate by First Year Programs could potentially lead to dismissal.

Community Development

- Understand that developing community within the office is highly prioritized. This development will take time and commitment.
- Be a contributing member to a developing community through your attitude, actions, interactions and work ethic.
- Be accessible to the Professional Staff and other Student Coordinators.
- Conduct ongoing needs assessment of the office and adapt your activities to meet these needs.
- Confront inappropriate behavior promptly and effectively.
- Conduct yourself in an honest, conscientious, and respectful manner.

Communication

- Communicate with the public and team/Staff members using appropriate language.
- Provide productive feedback and constructive critique in a way that reflects how you would like to receive it.
- Communicate with team members and campus offices in an honest, timely, and professional manner.
- Maintain a positive attitude, share new ideas, and be yourself!
- Seek assistance in making decisions from the FYP Staff. Keep them informed of all issues that affect you, the office/programs and the other Student Coordinators. Surprises should not surface last minute.
- Understand that when an issue arises between some members of the staff, it should remain between those individuals. If the team members need assistance working through the issue, they should utilize a member of the FYP Staff to mediate.

Teamwork

- Student Coordinators need to function as a team, especially when the office is busy during programming. Be willing to help out on tasks that are not necessarily assigned to you.
- Continue to be an active team member throughout the year and hold each other accountable.
- Refrain from challenging, confronting, or disagreeing with another team member in the presence of the public. If the information being conveyed is incorrect, address that in a respectful and appropriate manner and then have one on one conversation later if necessary.
- Be supportive and collaborative. Consult with each other and give your full attention during staff meetings.

- When you see a task that needs to be completed take initiative to get the job done.
- Adhere to all standards set by the team for the team, such as office policies, small group activities and timeliness at all meetings and events.
- Be approachable by finding ways to connect with team members; lend a hand when needed.
- Use other team members as a resource and support.
- Respect each other's differences, personal beliefs, values and principles, and realize that not everyone sees the world the same way you do. Be honest with your feelings and ideas.
- Respect and trust the decisions of the staff. If you disagree, confront with sensitivity and tact.
- Make an effort to include all team members if you are planning functions, and be sure to take personal time for yourself.

Dress Code

The attire for the FYP office includes the following:

- Shorts/pants or jeans – shorts must be no shorter than 2" above knee.
- No holes or yoga/workout pants of any sort.
- Athletic shoes and tennis shoes are encouraged; sandals with a back strap are acceptable. Due to the nature of the work, flip flops are not encouraged during the summer because you will often be moving supplies.
- T-Shirts are fine to wear as long as they have professional text or images.

Work Expectations

- Assigned projects and general office duties come before personal activities such as homework and online social media. These activities are acceptable only after all projects are complete and you have spoken with your supervisor and other Professional Staff for additional tasks.
- You will arrive to work at your scheduled time. If you are going to be more than 5 minutes late you will let your supervisor know via text, phone call or email.
- If you are requesting extended time off, please speak with your supervisor at least two weeks in advance and follow up the conversation with an email confirming the decision discussed.
- Quarterly time commitments
 - Work at least 10-12 hours per week during fall quarter
 - Work at least 16 hours per week in winter and spring quarter with a maximum of 19.5 hours per week
 - You will not be able to study abroad in winter or spring quarter in this position.
- Other time commitments and information
 - The maximum number of hours you are able to work is 19.5.
 - If you work more than 5 hours in one day you will take a 30 minute break and document it on your timesheet.
 - During Finals weeks and any breaks (Winter/Spring) you may be eligible to work up to 40 hours, this will be discussed between you and your supervisor.

First Year Programs (FYP) Student Coordinator Acknowledgement of Policies

I agree to the aforementioned conditions as outlined by the 2015-2016 Student Coordinator Guidelines and Expectations. I accept and adhere to these terms for the duration of my employment. 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. I recognize that if at any time these expectations are changed or updated during my employment I must be informed and given the opportunity to review and resign this contract.

Print Name: _____

Signature: _____ Date: _____

Supervisor Name: _____

Signature: _____ Date _____