ASI First Year Mentorship (FYM) Program Policy

PURPOSE:
The purpose of this policy is to establish the First Year Mentorship Program for the Associated Students Incorporated (ASI) of California State University East Bay (CSUEB) which will include first year students (e.g. freshmen, transfer, or graduate student) to work exclusively with members of the ASI Executive Committee.

PROGRAM DESCRIPTION & PURPOSE:
The purpose of the First Year Mentorship (FYM) Program is to provide several first-year students an opportunity to get involved in ASI, and gain leadership and professional experience.

Due to the current California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders Policy¹, incoming first-year students are ineligible to serve in any capacity in ASI Student Government (e.g. Board of Directors, Senate, Committees) during their first academic term.

The mentorship opportunity will enable direct student-to-student interactions between new students at California State University East Bay (CSUEB) and members of the ASI Board of Directors to create additional transparency with a large component of the student body who are otherwise unable to secure a role within ASI. These students will have the opportunity to become actively engaged during their first academic term, and eventually active leaders in ASI and/or within the university.

The FYM Program will be active for the first eight months of an academic year. Participants will be selected to interact directly with the ASI Executive officers. By doing so, they will represent the voices of their cohort, gain new leadership skills, and experience opportunities that will benefit them both personally and professionally. The amount of First Year Mentees will be as many as deemed worthy by the Personnel Committee.

POLICY

Eligibility:
- Student applying must be regularly matriculated and enrolled at California State University, East Bay (CSUEB)
- Must be a member of Associated Students, Inc.
- Must be in good standing with the university (e.g. Academic, Financial, and Judicial)
- Must be a first-year CSUEB student (e.g. Freshman, Sophomore, Transfer, etc.)
- Must complete an application and submit it by the deadline
- The number of positions for the FYM Program will be determined worthy by the Personnel Committee.

Guidelines & Requirements:
- Submit a completed application via BaySync
  - See Attachment I for a sample application description
  - Including attachments of a past transcript with a minimum GPA of a 2.5
- Provide availability for an in person group interview
  - The group interview will have members of the Executive Committee: ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI Vice President of Finance/CFO, ASI Vice President of Communications, and ASI Vice President of University Affairs
- The application will be released by the first day of Summer term and will be closed by the end of the first week of Fall Semester.
- Interviews will be held in the following weeks after the deadline.

Disqualification
All eligible candidates cannot contact the interviewers before or after the interview for any insight or detail on the other candidates, as it will lead to an automatic disqualification from the program. However, a candidate can send a thank you email, or ask for feedback after the interview from the ASI Executive Director.

Procedure
The Executive Vice President/Chief of Staff will present the candidates selected to the Personnel Committee, and the Personnel Committee will discuss the recommendations. The FYM candidates will be voted on by the majority vote of the Personnel Committee.

Approved On: Monday, July 29, 2019
Daisy Maxion  
ASI President/CEO

Kabir Dhillon  
ASI Executive Vice President / Chief of Staff

Approved by: ASI Executive Committee 2019-2020
ATTACHMENT I
Sample Application Description For BaySync

PROGRAM DESCRIPTION
The purpose of the First Year Mentorship (FYM) Program is to provide several first-year
students an opportunity to get involved in ASI, and gain leadership and professional experience.

Due to the current California State University Office of the Chancellor. Minimum Qualifications
For Student Office Holders Policy\(^2\), incoming first-year students are ineligible to serve in any
capacity in ASI Student Government (e.g. Board of Directors, Senate, Committees) during their
first academic term.

The mentorship opportunity will enable direct student-to-student interactions between new
students at California State University East Bay (CSUEB) and members of the ASI Board of
Directors to create additional transparency with a large component of the student body who are
otherwise unable to secure a role within ASI. These students will have the opportunity to become
actively engaged during their first academic term, and eventually active leaders in ASI and/or
within the university.

The FYM Program will be active for the first eight months of an academic year. Participants will
be selected to interact directly with the ASI Executive officers. By doing so, they will represent
the voices of their cohort, gain new leadership skills, and experience opportunities that will
benefit them both personally and professionally.

The number of FYMs will be as many as deemed worthy by the Personnel Committee.

BENEFITS
- Build your resume
- Represent the voices of the incoming student cohort
- Will be matched in a one-on-one mentorship with an ASI Executive Officer
- Understand how to work on team collaborations, university initiatives and collaborate
  with other participants of the First Year Internship Program
- Gain professional and leadership experience

\(^2\) The California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders.
Retrieved from:
sharepoint.csusm.edu/sites/policies/StudentAffairs/Policies/AA-2012-05%20Minimum%20Qualifications%20for%20Student%20Office%20Holders.pdf
$25 compensation a month in BayBucks

APPLICATION PROCESS
The application will be on BaySync.

Requirements:
- Transcript (Minimum of a cumulative GPA 2.5)
  - High school transcript will suffice for incoming freshman students
  - Previous school transcripts will suffice for incoming for transfer students
- Two Letters of Recommendation (e.g. previous employers, professors, teachers, coaches, etc.)
- Four hour per week minimum commitment with the Executive Board members

Applications will be open until the [FIRST FRIDAY OF THE FALL SEMESTER].

CONTACT US
If inquiries regarding the FYM program, please contact the ASI Executive Vice President / Chief of Staff at asiexecvp@csueastbay.edu
(510 885-2674).