

First Year Mentorship (FYM) Program Policy

BACKGROUND

Due to the current California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders Policy¹⁸, 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.

PURPOSE:

The purpose of this policy is to establish the First Year Mentorship Program (formerly known as the First Year Internship program) for the Associated Students, Incorporated (ASI) of California State University East Bay (CSUEB) which will include first year students (e.g. freshmen or transfer) to work primarily with members of the ASI Executive Committee. This policy shall outline the learning outcomes and process for appointing FYMs.

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

PROGRAM DESCRIPTION:

The mentorship opportunity will enable direct student-to-student interactions between new students at CSUEB and members of the ASI Student Government (i.e. Board of Directors and Senate). 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 (8) months of an academic year. Participants will be selected to interact directly with selected ASI Student Government officers. The ASI Student Government Officer selected to serve as mentors to the FYMs shall be determined by the ASI President/CEO, ASI Executive Vice President/Chief of Staff, and Executive Director or designee. By doing so, they will represent the voices of their cohort, gain new leadership skills,

¹⁸ The California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders. Retrieved from:
sharepoint.csustan.edu/sites/policies/StudentAffairs/Policies/AA-2012-05%20Minimum%20Qualifications%20for%20Student%20Office%20Holders.pdf



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 or Transfer)
- 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, ASI Vice President of University Affairs, ASI Chair
- The application will be released by the first day of Summer term and will be closed by the end of the fourth week of Fall Semester.
- Interviews will be held in the following weeks after the deadline.
- The FYMs shall be appointed no later than the last week of October

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.

SECTION REVISION HISTORY

Revised 7/29/2019 by Executive Committee

