Peer Ambassador Internship Program Overview and Application Instructions

Fall 2013

The BGSU Counseling Center invites students majoring in psychology to apply for the:

Peer Ambassador Internship Program

**Program Overview:**

The Peer Ambassador Internship Program is designed to provide valuable internship opportunities to outstanding undergraduate psychology students. Those psychology students selected will become “Peer Ambassadors” in the Counseling Center and will meet with BGSU students as a complement to the students’ regular counseling. The Peer Ambassador service within the Counseling Center is designed to serve students who are already seeking services through the center but would like to discuss their college experience with a “peer” expert on campus life. The Peer Ambassador will work with students who feel disengaged or disconnected from campus, students who lack community or those who do not have meaningful outlets for their passions. In his/her role, the Peer Ambassador will help those students to find their niche on campus, get involved with activities and organizations in line with their interests, build relationships, develop community and suggest tips on how to fill their college years with intentional purpose-filled time.

**Responsibilities:**

Students accepted to the position should be prepared to invest approximately 6 to 9 hours each week to fulfill their Peer Ambassador-related responsibilities. These responsibilities include, but are not limited to, the following:

- **Speak** with students in one-on-one meetings for the purpose of: familiarizing students with the University’s offerings and appropriate opportunities; identifying potential barriers to students’ developing community and finding a niche on campus; encouraging students’ passionate and authentic self expression.
- **Suggest** to students: activities to attend, mentors to connect with, student organizations to consider and tips on how to fill their college career with intentional, purpose-filled time.
- **Empower** students who lack meaningful outlets for their personal, social, or career aspirations, are disconnected from campus, have little sense of belonging or community, or feel lonely or alienated to be proactive in their search for meaning, belonging and purpose during their collegiate adventure.
- **Draft** individualized “Action Plans” for each student, providing a summary of the variety of recommended resources (people, organizations, offices, etc.) and contact information.
- **Maintain** appropriate student confidentiality, adhering to HIPAA, ethics, confidentiality regulations, and Counseling Center policies.
- **Network** with advisors, student leaders and general members of different organizations on campus so as to better understand the various opportunities for students to be engaged and involved at BG.
- **Meet** weekly with your internship site supervisor (Dr. Craig Vickio, Counseling Center staff psychologist) to update him on your activities, to discuss concerns that you may have, to consult when difficult situations have arisen and to role play various potential student contact scenarios.
- Continue compiling information for and editing the “Peer Ambassador Guide.” This guide addresses procedural matters relevant to the position and cites resources available across campus, documenting the “culture” of various student groups, organizations and communities.
- Assist in the interviewing of the applicants for the Peer Ambassador position who are seeking an internship for the next academic semester.

Additionally, the student selected for the Peer Ambassador position should expect to devote approximately 5 hours to orientation, training and preparatory activities during the current semester (i.e., the semester prior to assuming the official role of peer ambassador). The specific dates and times for these activities are flexible depending upon your schedule and the availability of center staff. These responsibilities include: Meeting with the supervisor (Dr. Craig Vickio) to orient you to the center services, policies and procedures; meeting with the current Peer Ambassador to discuss the logistics, responsibilities and expectations of your role; participating in a more informal mentoring training session facilitated by the current Peer Ambassador; and attending a training session covering HIPPA and ethics-related topics facilitated by a Counseling Center staff member.

**Eligibility:**
Any psychology student who will be of Junior standing (i.e., who has completed more than 60 hours of coursework or will be in at least their third year of education at BGSU) during the semester in which they will serve as the Peer Ambassador is welcome to apply. Students who have previously served as a Peer Ambassador are not eligible to apply again. In general, students who have obtained counseling services through the BGSU Counseling Center have not been eligible to work in the Center. If you have any questions regarding this policy, please contact the internship site supervisor, Craig Vickio (@ cvickio@bgsu.edu), or the Director of the Counseling Center, Garrett Gilmer (@ ggilmer@bgsu.edu).

**Application Process:**
The student selected to hold the Peer Ambassador position is chosen based on interpersonal skills, knowledge of (and experience with) extracurricular opportunities, relevant work and volunteer experiences, academic performance and the quality of an essay (up to 500 words in length) describing why the student is seeking an internship at the BGSU Counseling Center. The essay should consider these questions: 1. What are your career goals? 2. How will an internship in the Peer Ambassador position help you to actualize those goals? And 3. What personal attributes, educational experiences, extracurricular and co-curricular activities, and/or previous jobs demonstrate your potential fit and ability to perform effectively in the role of Peer Ambassador? Applicants should be aware that the quality and content of the essay is a significant determinant of whether or not an applicant becomes a finalist.

Applications will be reviewed by a selection committee composed of the internship site supervisor, the current Peer Ambassador and the Director of the Counseling Center (or the Director’s designee). The name and gender of each applicant will be kept confidential from the selection committee during the initial review process until finalists are selected. Once the finalists are selected (anonymously), each finalist will then be interviewed by the selection committee. Interviews will last approximately 25 minutes. Finalists should be prepared to answer questions about their interest in the position, the content of their essays, coursework, extracurricular activities/campus involvements, and educational/career goals.
Currently, only one Peer Ambassador position is open and available to students applying for an internship this upcoming semester (Fall 2013). However, a new Peer Ambassador position will be available the following semester (Spring 2013). Students who are not selected for the position in the Fall are encouraged to apply again for the Spring position.

The application is due in the Counseling Center, 104 College Park ~ 419-372-2081 (Hours: Monday - Friday 8-5), no later than 5:00 p.m., Friday, **February 22**nd. Your application must include the two-page application form, an official copy of your transcript, and your (typed) essay. (Remember: *it may take a few days to get your transcript after you place your request with the Office of Registration and Records online, so please allow adequate time for that. You may also go directly to the Office of Registration and Records in the Administration Building and request an official copy of your transcript in person. This process is usually faster than requesting an official copy online; and you should be able to pick up your transcript requested in-person within 24 hours of the time you make the request*)

**If you are interested in the Peer Ambassador position and meet the eligibility criteria, we strongly encourage you to apply.**

**Finally, please note:** The Counseling Center is open to ideas for other internship experiences. If you are not accepted for the Peer Ambassador position or are not interested in this particular position and you would still like to be considered for an internship through the Counseling Center, you may indicate that preference at the bottom of the application. If you are interested in other more personalized internship experiences, there is also a space at the end of the application to express your ideas and preferences.

Please feel free to contact Dr. Craig Vickio (@ cvickio@bgsu.edu) with any questions you might have about eligibility requirements, about the selection criteria, or about other possible internship opportunities available within the Counseling Center.
Bowling Green State University Counseling Center
Peer Ambassador Internship Application
Submission Deadline: Friday, February 22nd

Name ________________________________
BGSU ID #______________________ Current Class Standing: □ Sophomore □ Junior □ Senior

Major ________________________________
Minor ________________________________

Current Address — (on or off-campus)
______________________________________________________________________________
Street (if off-campus) or Residence Hall and room number
______________________________________________________________________________

Phone ________________________________
BGSU Email __________________________@bgsu.edu

Permanent Address -
______________________________________________________________________________
Street ________________________________
City __________________ State _______ Zip Code __________________

Student Signature _______________________ Date _________________
Bowling Green State University Counseling Center

Peer Ambassador Internship Application, Part II

Submission Deadline: Friday, February 22\textsuperscript{nd}

The following application must be submitted with your essay and an official transcript.

\textit{Please do not put your name on any part of this page or your essay.}

Current Class Standing: ☐ Sophomore ☐ Junior ☐ Senior

Major ___________________________________ Minor ___________________________________

What is your anticipated date of graduation? _______________________________________

List the courses in which you are currently enrolled:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1. Describe your relevant work and volunteer experience (this answer may be printed neatly in the space provided or typed and attached):

________________________________________________________________________

2. List other extracurricular activities - on or off campus - in which you have been involved (this answer may be printed neatly in the space provided or typed and attached):

________________________________________________________________________
If you are not selected for the Peer Ambassador position, please indicate whether you are still interested in interning at the BGSU Counseling Center:  □ Yes  □ No

If you selected “Yes” to the questions above: Please use the space below to share your proposal of what you might do as an intern in the Counseling Center. Please be specific in citing activities/projects that you could envision undertaking in that position and what responsibilities you might foresee yourself assuming. This answer may be printed neatly in the space provided or typed and attached.

Make sure you attach: a typed essay (up to 500 words in length) describing why you are seeking an internship at the BGSU Counseling Center. The essay should consider these questions: 1. What are your career goals? 2. How will an internship in the Peer Ambassador position help you to actualize those goals? And 3. What personal attributes, educational experiences, extracurricular and co-curricular activities, and/or previous jobs demonstrate your potential fit and ability to perform effectively in the role of Peer Ambassador?