



# First Year Experience

## Enrollment Management & Student Success First Year Experience

*Internship Supervisor:* Sarah Pankratz  
Manager, First Year Experience

*Contact Information:* s.pankratz22@csuohio.edu phone: 216-687-3734

*Term(s) Available:* Fall and Spring

*Description of Intern Experiences:*

The Office of First Year Experience (FYE) organizes opportunities for incoming first-year students to make connections to campus and one another, which eases the transition to our institution.

FYE is a part of Enrollment Management & Student Success at Cleveland State University. We are truly a program that is student affairs, within academic affairs. FYE can create an experience that fits the intern students' needs while becoming familiar with the program and services offered to our students.

A list of intern projects and responsibilities with FYE have been and could be:

- Instruct one peer mentor section of the first-year seminar course, Introduction to University Life (ASC 101).
- Supervise one-two teams of undergraduate peer mentors.
- Assist with the coordination and execution of FYE sponsored programs.
- Assist with assessment of existing program, including feedback from students, peer mentors, and instructors. This includes meeting with focus groups of students as well as compiling existing evaluative responses.
- Research current trends in FYE, to assist in the planning and strategic growth of FYE.
- Assist with the marketing of FYE to incoming first-year students. This includes web design social media account management, brochures, videos, and more.
- Assist in the recruitment and the development of training for over 40 undergraduate peer mentors.
- Assist in the creation of the syllabi for next year's Introduction to University Life

Estimated time commitment is 10-12 hours weekly - 1 hour of fixed class time per week and 9-11 hours per week of working in the FYE office, attending meetings, and preparation for class.



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## Enrollment Management & Student Success Teaching the First Year Seminar Course – ASC 101

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*Term(s) Available:* Fall and Spring

### *Description of Intern Experiences:*

This internship experience provides a number of graduate students the opportunity to teach a college-level course to students who are in their first semester at Cleveland State University. Normally, graduate students co-teach the course with another graduate student, although exceptions can be made for students with prior teaching experience. ASC 101 is an introductory course for incoming first year students providing them with an orientation to the university, assisting them in developing solid academic skills and making them aware of culture and other resources in the surrounding community. This course also assists in their adjustment to life as an independent university student. Class size for ASC 101 is limited to 25 students to allow an environment conducive to class discussion and instructor-student interaction.

Specific student competencies desired: Students should have an interest in teaching and helping first year students with the transition to college. Applicants should be well organized, have excellent oral and written communication skills, and have the ability to do outstanding work without close supervision.

### Duties and Responsibilities of the ASC 101 instructor position:

1. Attend and actively participate in an instructor development workshop (normally one full day prior to the start of the term).
2. Attend a bi-weekly one hour-long instructor planning and discussion sessions during the semester.
3. Prepare for and teach the course. This includes, but is not limited to:
  - a. Develop course materials and utilize Blackboard
  - b. Monitor student achievements and track attendance in Starfish
  - c. Meet with students to discuss their grade or course information (as needed)
  - d. Confirm the course requirements and the learning outcomes are met
  - e. Assessment of student's overall progress including inputting of midterm and final grades
  - f. Attend all classes; in case of an emergency or planned absence, arrange for a substitute instructor.
  - g. Follow syllabus that is provided by the Manager of First Year Experience. Some adjustments allowed with the approval of the Manager of First Year Experience.
  - h. Serve as a role model, referral, and a resource to students.
4. Supervise and meet weekly with an assigned Peer Mentor. Peer Mentors can assist the instructor with class preparation, help facilitate class discussion, and teach selected topics under the instructor's supervision. The peer mentor also will take the lead on planning most out of class activities.

Estimated time commitment is 7 hours weekly - 1 hour of fixed class time per week and 6 hours per week of out of class preparation and grading. Multiple options for class times will be available.