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Contract
Welcome! This CTP Peer Leader handbook was created to provide you with information about the Course Transformation Project (CTP) at Northern Illinois University, in addition to the role of Peer Leader. Along with your CTP instructors, you have the unique opportunity to impact the academic experience of students here at NIU.

Through CTP courses, we are intentionally developing meaningful relationships with students, other faculty and campus offices that will provide support to students. In addition, the out-of-class opportunities you will help facilitate and provide (e.g., study sessions, field trips, campus resources) will augment the educational experience of students in your CTP course.

The end goal is to provide the students with a richer learning experience, with each Peer Leader being an integral part of attaining this goal.

What is Course Transformation Project?
Course Transformation Project (CTP) courses are lower level, large lecture classes that have been transformed to offer an engaging alternative to traditional large lecture format. CTP classes engage students more fully and actively with the content material during class.

Students enrolled in CTP sections of their courses can anticipate a mix of reduced lecture time allowing for more interactive online and small group experiential activities.

CTP helps students develop the skills employers seek to ensure success after graduation such as:

- Ability to apply learned content to current and relevant issues
- More student-student interactions
- Engagement in self-direction and project-based learning
- Learning in the environment that builds technology and media fluency
- Effective time-management and flexibility

Rationale for Course Transformation Project
Large introductory courses are most often overlooked as venues for experiential learning activities because class size appears prohibitive to a pedagogy geared toward active student learning and engagement. However, these kinds of courses not only can be transformed but their redesign promotes a learning environment in which students are cognitively engaged (i.e. develop critical thinking skills necessary to deep learning) and socially engaged (i.e. develop relationships with faculty and peers). The CTP turns large lecture courses into blended courses that combine large group lecture, media rich interactive online activities, and small group experiential learning.

Transformed courses strive to:
- Increase engagement with content, peers, and the instructor
- Target higher learning through enhancing Student Learning Outcomes
- Emphasize deep versus surface learning
- Promote cognitive development
- Enable students to learn in challenging and diverse environments
- Develop a positive student attitude towards the academic subject
THE ROLE OF A PEER LEADER

Peer Leader Description
Based on the information you received in the 2014 Peer Leader Application, the following excerpts will explain what being a Peer Leader entails:

WHAT DO PEER LEADERS DO?
- Attend CTP course each week
- Coordinate & host study sessions, which meet approximately once a week
- Follow-up with students: phone calls and/or emails
- Help CTP participants become familiar with university resources; advise and refer CTP participants to appropriate university resources as needed.
- Meet individually with CTP students, if applicable
- Meet with all other CTP Peer Leaders at the scheduled, weekly meetings

STUDENT REQUIREMENTS - Students must meet the following qualifications:
- Have a cumulative GPA of 2.50 or higher
- Be in Sophomore, Junior, or Senior standing
- Demonstrate an ability to communicate effectively with first-year students
- Be able to serve as a positive role model for students
- Commit 5-7 hours per week to the position during Fall 2014

EXPECTATIONS
Peer Leaders are expected to nurture an unbiased, unprejudiced and open environment that will strengthen the social and professional support system and knowledge base of CTP participants. Peer Leaders should enable participants to converse freely, ask questions and voice their opinions and concerns.

Peer Leaders are also expected to act as a liaison between the CTP participants and the CTP faculty and OSEEL staff, as well as campus and department resources. To do so effectively, Peer Leaders are required to attend bimonthly meetings with the Assistant Director, Michaela Holtz, and other Peer Leaders.

PROFESSIONALISM
CTP Peer Leaders are expected to maintain a professional manner whenever representing the program. Professionalism should extend into sending emails to faculty, students, staff, etc. Peer Leaders are expected to be professional in attire when attending class, study sessions, field trips, and any other CTP events. Language is expected to be appropriate when discussing class activities, assignments, and test preparation with students. No inappropriate behavior will be tolerated.

TIME COMMITMENT
All CTP Peer Leaders should allow about 8 hours per week to dedicate to this position. Meetings with the instructor(s) are also required as needed. There may be additional opportunities and peer mentor meetings throughout the Fall 2014 semester with additional opportunities for leadership roles.

COMPENSATION
Peer Leaders receive $8.25 per hour and work approximately 8 hours per week.
Study Sessions
Peer Leaders will organize study sessions for their CTP participants. Please have students sign into the event attendance sheet for EACH session. We are collecting information on how many support hours are provided to CTP students, so it is critical for you to keep accurate records.

Multimedia Use
An additional responsibility you have as a CTP Peer Leader is to document some aspects of the CTP. This may include taking pictures at study sessions, experiential activities in the classrooms etc. Please check with the CTP Faculty & OSEEL before you document events to verify appropriateness of time and context. Allow you students to notify you prior taking the picture about their FERPA decision.

Students may borrow flip cameras for classroom use through OSEEL.

Assessment
Peer Leaders are expected to assist in the gathering and delivery of the assessments, such as survey material that will be distributed and delivered back to Michaela Holtz, Assistant Director in charge of Course Transformation Project in OSEEL mholtz@niu.edu or 815-753-8154).

TOOLS FOR PEER LEADERS

First-Year Challenges

Academic Involvement: First-year students may experience challenges regarding over/under-involvement in academic activities. Students may feel that school and/or studying does not take a time commitment, leading students to underestimate the need for work outside of class. Peer Leaders will assist students with involvement in class, study sessions, academic organizations, etc.

Social Involvement: First-year students may struggle with social involvement on campus, whether around CTP or non-CTP students. Social involvement may include student organizations, intramural sports, Greek Life, or simply spending time with friends. Some first-year students underestimate the time commitment to classes; therefore, leading to academic struggle and/or failure. Peer Leaders will assist students with social involvement by monitoring students’ well-being and/or stress-levels. Peer Leaders may need to meet individually with students to assist with social involvement, suggesting possible ways to handle this aspect of life as a college student.

Academic Transition: The transition from high-school to college is a change in lifestyle, adding many responsibilities for students inside and outside of the classroom. Peer Leaders will assist students with academic involvement by hosting study sessions, test preparation, developing study habits, editing papers, etc. Peer Leaders will also be responsible for following-up with students who are struggling, according to the MAP-Works Survey that will be administered twice throughout the semester.

Health and Wellness: First-year students may develop challenges regarding their health and well-being due to the lifestyle change experienced. Each student may experience a different problem, but Peer Leaders should be vigilant and help students with health issues by suggesting appropriate resources on campus. Please see the table below.
Living with a Roommate: As a first-year student, individuals may experience roommate trouble throughout the semester. Peer Leaders should encourage students to talk with their CA and/or appropriate staff to take care of any roommate issues.

Homesickness: The first year away from home may present homesickness issues for students. Peer Leaders should support students, suggest resources, etc. for students who are experiencing this adjustment problem. Peer Leaders should follow-up with students who seem to be stressed/struggling with homesickness, and suggest campus resources or activities to become involved in to help.

Facilitating Study Sessions

Be Flexible: Peer Leaders should work with students to accommodate their schedules. This may involve setting up private meetings with students and contacting students via telephone or email to follow-up after a study session.

Scheduling: When picking times to schedule study sessions, etc., Peer Leaders must choose times of the day that work for the students. If needed, Peer Leaders should host more than one study session per week so all students can attend.

Encouraging: Peer Leaders will need to encourage students to attend study sessions, test preparation sessions, campus activities, etc. First-year students may be hesitant, but Peer Leaders need to put themselves out there to demonstrate that students have assistance inside and outside of the classroom.

Incentives: First-year students may lack incentive to attend class, study sessions, etc. so Peer Leaders may need to provide an inventive of some sorts to encourage students to attend events.

Location: The location of study sessions and outside-of-class activities should be logical, e.g. residence halls, the Holmes Student Center. Meeting places should be in a location that is central for all students attending. Peer Leaders are responsible for locating and reserving locations to host sessions.

Communication: Peer Leaders need to communicate with students via telephone, email, and/or Facebook. Peer Leaders can consider creating a Facebook group so students can stay up to date on CTP events. If needed, Peer Leaders should reach out to students on an individual basis. If Peer Leaders are comfortable giving out their personal phone number, it is acceptable but remember to stay professional. It is very important for Peer Leaders to respond quickly to all multimedia communication, e.g. Facebook, email, etc. so students can be confident they will receive an answer.

Tips for Hosting Study Sessions:

- Encourage students to ask questions
- Answer student’s questions to the best of ability
- Arrive early to the location
- Bring the sign-in sheet to each session
- Suggest other resources on campus for help if needed beyond the study session
- Maintain an engaging environment
- Report to faculty members after the session to update them on who is attending, etc.
**Communicating with Faculty**

**Weekly Meetings:** These can be helpful for dividing responsibilities regarding group activities, studying tactics, logistics, presentations, schedules, etc. Peer Leaders should plan to meet with CTP faculty weekly to stay on track with the courses.

**Emails:** Stay in touch with the faculty in your CTP! It is important for many reasons. Remember, Peer Leaders represent the entire program each time you are working. Emails need to be professional, meaning absolutely NO acronyms, inappropriate language, etc.
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| **Academic Advising Center** | The Academic Advising Center (AAC) works specifically with students who are undecided about their majors. The AAC works with "undecided-any college" students from the time they arrive on campus during orientation until they've made an informed major choice. | Academic Advising Center Building  
Phone: (815) 753-2573  
Fax: (815) 753-2902  
aac@niu.edu |
| **ACCESS** | ACCESS supports the diversity of the NIU student body by targeting students for its services who are most academically at-risk, either by their admission status or by their background/deficiencies in specific academic skills areas. | Williston 100  
Phone: (815) 753-1141  
access@niu.edu |
| **Asian American Center** | The Asian American Center creates an inclusive environment where Asian American students cultivate a strong sense of community at NIU, and where campus and community partners collaborate to raise awareness about the rich cultural heritage of Asian Americans. | Asian American Center  
Phone: (815) 752-1177  
AsianAmericanCenter@niu.edu |
| **Campus Activities Board** | The mission of the Campus Activities Board is to provide the Northern Illinois University community with cultural, social, educational and entertainment programs that are responsive to the diverse needs of the university community. | Campus Life Building, Suite 160  
Phone: (815) 753-1580  
cab@niu.edu |
| **Campus Child Care** | NIU Campus Child Care offers quality care to children ages 3 months - 5 years (along with a summer school-age program for children ages 6-8 years). The teachers provide a developmentally appropriate curriculum within a learning environment. | Campus Child Care  
Phone: (815) 753-0125  
jboyer@niu.edu |
| **Campus Parking** | Campus parking is strictly enforced. All NIU parking lots require permits for daily parking. | NIU Campus Parking Services  
Phone: (815) 753-1045  
parking@niu.edu |
| **Campus Recreation** | Campus Recreation provides excellence in recreation, student learning, and diverse opportunities. Facilities include the Student Recreation Center (SRC) and Chick Evans Field House (FH), plus an Adventure Center, outdoor recreation fields, and two swimming pools. | Campus Recreation, Student Recreation Center  
Phone: (815) 753-0231  
CampusRecreation@niu.edu |
| **Career Services** | Career Services fosters career development by providing comprehensive services assisting with career exploration and job search skills training. Career Services provides experiential education and job opportunities. | Campus Life Building 220  
Career Counselors & Reception Desk  
Phone: (815) 753-1641  
careerservices@niu.edu |
| **Disability Resource Center** | The mission of the Disability Resource Center is to create an accessible, inclusive, sustainable learning environment, where disability is recognized as an aspect of diversity that is integral to the campus community and to society. | Health Services, 4th Floor  
Phone: (815)753-1303 (voice) and (TTY)  
caar@niu.edu |
| **Center for Black Studies** | The Center for Black Studies is an interdisciplinary academic program that offers undergraduate courses related to African and African-American life and history. The Center for Black Studies is also a place where students can go to for advisement, information to academic and professional resources and networking. | Center for Black Studies  
Phone: (815) 753-1709  
centerforblackstudies@niu.edu |
| **CAHE Counseling Lab** | The goal of counseling is to help people identify problems and concerns, set goals in addressing them, and learn healthy ways of coping with the difficulties of life. The Department of Counseling, Adult and Higher Education is pleased to offer free counseling services to the university community. | 200 Gabel Hall  
Phone: (815)753-1448  
cahe@niu.edu |
| **Counseling & Student Development Center** | The mission of the Counseling & Student Development Center is to support the academic, emotional, social and cultural development of students. Their student-centered programs include counseling, assessment, psychiatric treatment, crisis response, outreach, consultation, training and educational services. | Campus Life Building 200  
Phone: (815) 753-1206 |
| **Diversity Initiatives** | The Office of the Provost leads NIU's Diversity Initiatives. These significant initiatives are accomplished through departments, scholarships, peer and mentor programs, student groups, and more. | Altgeld Hall, 215  
Phone: (815) 753-8387  
Fax: (815) 753-0701  
provost@niu.edu |
| **Family Therapy Clinic** | The Family Therapy Clinic of NIU provides a wide range of mental health services for all students and their families. | Wirtz Hall 146  
Phone: (815) 753-1684 |
| **Greek Life** | Each social fraternity and sorority on our campus reports to one of our four councils. The Panhellenic Council is home to 8 sororities, 7 national and 1 local. The Interfraternity Council is home to 15 chapters and 2 colonies. The National Pan-Hellenic Council has 8 organizations on campus calling it home. Finally, our Multicultural Greek Council hosts 13 organizations. | Campus Life Building 150  
Phone: (815) 753-1421  
studentinvolvement@niu.edu |
| **Health Services** | Health Services is available to all students, full or part-time, who are registered and have been assessed on-campus tuition and fees. There are no charges for physician’s services, x-rays, most lab tests, and most other services at Health Services. | Health Services  
Phone: (815) 753-1311  
healthservices@niu.edu |
| **Health Enhancement** | Health Enhancement provides student-centered, relevant health promotion information, materials, and interventions to assist students as they pursue their academic goals. | Evans Field House 139  
Phone: (815) 753-9755  
Fax: (815) 753-7301  
healthenhancement@niu.edu |
| **International Student & Faculty Office** | The International Student and Faculty Office (ISFO) advises international students and faculty on ways to succeed academically, socially, and culturally. They work inform students regarding the Federal Regulations pertaining to your status as non-immigrants in the United States (in F, J, or H status). | Williston Hall 406  
Phone: (815) 753-1346  
Fax: (815) 753-1488  
isfo@niu.edu |
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| **Military Student Services**   | Military Student Services (MSS) provides resources and is a single point of contact for veteran and military students and their families. MSS aims to centralize university and community resources, facilitate the transition of veteran and military students, and directly support their persistence to graduate from Northern Illinois University. | Adams Hall 409  
Phone: (815) 753-0691  
MSS@niu.edu                                    |
| **LGBT Resource Center**        | The Lesbian, Gay, Bisexual, Transgender Resource Center serves as a vital link where LGBTQ individuals can find a sense of community and everyone can learn about LGBTQ identity and culture. We strive to create an inclusive campus community by providing support services, educational programs, advocacy and opportunities for leadership development. | Holmes Student Center, 7th Floor  
Phone: (815)753-5428  
lgbt@niu.edu                                    |
| **Off-Campus & Non-Traditional Student Services** | The staff of Off-Campus & Non-Traditional Student Services is here to assists students by attending to the various needs and concerns of off-campus and non-traditional students at NIU. Their primary aim is to create a comfortable place for students to come and relax or get connected with the information or services they need. | Holmes Student Center 023J, 023K  
Phone: (815) 753-9999  
CommNonTrad@niu.edu                          |
| **Office of Student Academic Success** | The Office of Student Academic Success (OSAS) empowers students to achieve academic and personal goals through a comprehensive college-wide support network.                                           | Academic Advising Center 110  
Phone: (815) 753-5721  
osas@niu.edu                                    |
| **Office of Student Engagement & Experiential Learning** | The Office of Student Engagement and Experiential Learning (OSEEL) is dedicated to providing opportunities for undergraduates to engage in hands-on learning. Through undergraduate research, service projects, Course Transformation Project, and other high impact practices, NIU students develop critical thinking, use creativity, and employ multiple communication strategies while applying their skills to real-world problems. | Altgeld Hall 100  
Phone: (815) 753-8154  
engage@niu.edu                                     |
| **Psychological Services Center** | The Psychological Services Center offers a full range of outpatient psychological services. The services include evaluations in the form of psychological testing and diagnostic interviews. They also offer a variety of psychotherapies, including individual, couple, family, and group therapy; parent education; and play-based therapy for children. Additionally, they offer relaxation training, biofeedback, and other methods for controlling stress and physical pain. | Psychology/Math Building 86  
Phone: (815) 753-0591                                    |
| **Speech-Language-Hearing Clinic** | Speech-Language-Hearing Clinic is committed to research and to the application of new knowledge in clinical education. Comprehensive audiological, rehabilitation counseling and speech-language pathology assessment and treatment services are provided to individuals of all ages (from birth on). | NIU Speech-Language-Hearing Clinic  
Phone: (815) 753-1481  
slhc@niu.edu                                     |
| **Student-Athlete Academic Support Services** | Student-Athlete Academic Support Services is the academic unit within the Vice Provost Office which services student-athletes. Members of the SAASS staff work collaboratively with other university offices to provide student-athletes with the tools necessary for success. | Yordon Center 110  
Phone: (815) 753-1654 |
| **Student Support Services** | Student Support Services is a federally-funded program that serves the needs of first-generation college-students. SSS strives to provide the necessary academic and educational resources that our participants need to take advantage of all educational and career-related options. | Adams Hall 419  
Phone: (815) 753-1142 |
| **University Bookstore** | The University Bookstore provides the best prices and services to meet student and faculty needs. The bookstore sells and rents textbooks, as well as offers NIU apparel and a variety of gifts. | Holmes Student Center  
Phone: (815) 753-1081 |
| **University Honors Program** | The University Honors Program at Northern Illinois University seeks to provide an enriched educational experience for students of high intellectual potential who are committed to the pursuit of knowledge and understanding. Through specialized courses and academic advising, engaged learning opportunities, a customized living-learning community, and extracurricular programming, the University Honors Program strives to facilitate the development of creative and challenging educational encounters. | Campus Life 110  
Phone: (815) 753-0694  
honors@niu.edu |
| **University Writing Center** | The University Writing Center is a place for all writers at NIU, undergraduates, graduates, staff, and even faculty, to talk about their writing with trained consultants, one-on-one. | Stevenson Towers South  
Phone: (815) 753-6636 |
| **Women’s Resource Center** | The Women’s Resource Center provides a comfortable space for all NIU students to utilize during their educational journey. They want each student to enter with the expectation of being supported and empowered with resources and information on and off campus. | Women’s Resource Center  
Phone: (815) 753-0320  
women@niu.edu |

**Support from OSEEL**

Additional support is always available to Peer Leaders & Faculty members through the Office of Student Engagement & Experiential Learning. The Peer Leader position is meant to be rewarding for CTP participants, CTP faculty, and the Peer Leader as well. We want you to be successful in your role as a Peer Leader but also in your academics and personal endeavors. If you have any questions, concerns, or need to talk, we can be reached at:

OSEEL  
Altgeld Hall 100  
Phone: 815-753-8154  
engage@niu.edu  

Michaela Holtz  
Assistant Director  
Altgeld Hall 100  
815-753-8155  
mholtz@niu.edu
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<td>Lindsey Komes</td>
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CTP Peer Leader Contract

Terms of Agreement

2014-2015

I, ____________________________, accept the role of CTP Peer Leader for the 2014-2015 academic year. In doing so, I acknowledge and/or agree to the following terms and conditions:

- I will attend the bimonthly Peer Leader Staff Meeting. I understand that excessive or unexcused absence may be cause for termination.

- I will attend AT LEAST one CTP course per week, communicating with CTP faculty and students as I do so.

- I will host AT LEAST one study session or group activity (e.g., lunch) per week outside of class meetings.

- I will remain in good standing with the university (academically, judicially and otherwise).

- I will fulfill my obligation to CTP and to NIU by participating in at approximately 8 hours of CTP related activities and events each week.

- I will represent the Course Transformation Project program and Northern Illinois University at ALL times using sound, legal, and ethical judgment.

- I understand and accept the Course Transformation Project Peer Leader position as a one semester position that ends at the close of the Fall 2014 semester.

- I acknowledge that the administrators of the Course Transformation Project program may amend this agreement (in writing) throughout the course of the year.

- I have read the CTP Peer Leader training handbook in its entirety. I understand the requirements and expectations for this position and accept the terms of agreement.

_______________________________________  ___________________________
Signature                                      Date