



---

## **GEMS 2020 Near-Peer Mentor Responsibilities**

### **Purpose**

The Gains in the Education of Mathematics and Science (GEMS) Summer Program is an Army sponsored educational outreach program focused on a Science, Technology, Engineering, and Mathematics (STEM) learning experience, enabling students to experience science and engineering in real world Army laboratory settings.

Middle and high school students attend one week workshops to explore STEM activities that are supported by Army scientists and engineers. Age and grade-level appropriate activities are utilized to inspire students to consider STEM subjects and DOD careers.

Near-Peer mentors work collaboratively with the program coordinator, resource teacher, and ARL scientists and engineers to provide instruction and engage students in inquiry-based, hands-on science experiments and activities, based on current ARL essential research areas. Near-Peer Mentors are expected to be fully engaged in classroom activities and perform other related duties as assigned.

### **GEMS Summer Program Schedule**

*Orientation/Planning Week: July 13-17*

#### **GEMS I**

July 20-24

July 27-31

*Program Wrap-Up: July 31*

### **Location**

Joint Forces Training Base, Los Alamitos  
11206 Lexington Dr.  
Los Alamitos, CA 90720

### GEMS Summer Program Duty Hours

1. Monday-Friday: 8:00 a.m. - 4:00 p.m.
2. Breaks: Two (2) 15 minute breaks with students
3. Lunch: One (1) hour break with students

### **Attendance**

1. Commit to the full two week employment opportunity
2. Arrive to work on time every day (Tardiness/absences result in delay of the program schedule)
3. Report unscheduled tardies/absences to the program coordinator prior to 7:30 a.m. daily
4. Allow additional travel time for unexpected traffic delays
5. Notify the resource teacher if you are running late or have an emergency absence (Stipends will not be given for extensive tardiness and absences)
6. Notify the program coordinator about planned absences by July 15, 2019 (Vacations are NOT to be taken during GEMS Summer Program weeks)
7. Utilize reliable transportation that will allow punctual program participation

### **Prior to GEMS Summer Program**

1. Complete all paperwork immediately following submission of the signed Acceptance Letter to include: ARL Near-Peer Mentor Responsibilities and W-9 documents by Friday, March 27<sup>th</sup>, 2020
3. Attend mandatory GEMS Staff Orientation/Planning Sessions
4. Work collaboratively with GEMS summer staff and ARL staff to prepare program materials and execute the GEMS program
5. Assist the resource teacher with developing and executing ice-breaker activities to use during topic introductions, between lessons, and during lunch (brain teasers and higher level thinking activities)

### **Throughout GEMS Program**

1. Monitor and lead students during labs and classroom activities
2. Ensure that team members remain engaged during program modules
3. Provide constant supervision of team members; students must be escorted at all times
4. Immediately notify the resource teacher about all health, safety, and student behavior concerns or any concerns that may impact program success
5. Assist GEMS staff with developing supplemental STEM activities, as needed
6. Enforce safety procedures and rules at all times
7. Assist scientists and engineers with content discussions, activities, and lab experiments
8. Monitor progress of students and provide verbal/written feedback to the resource teacher/program coordinator, as needed

9. Work with student teams on PowerPoint presentations for the Closing Ceremony activities
10. Participate in all staff meetings
11. Perform other related duties as assigned

### **Post GEMS Program**

1. Assist with detailed equipment inventory, packing, and clean-up of classrooms
2. Complete program evaluation
3. Complete all security out-processing requirements

### **Additional Requirements**

Near-Peer mentors must be U.S. Citizens and at least 16 years old. Participants are not allowed to bring personal electronic devices (cameras, tablets, and computers, etc.) on the installation without proper security clearance. A secure storage area is not provided for these types of devices.

All participants should plan to remain on site for the duration of the program day. Due to the limited time available for lunch, Near-Peer Mentors are expected eat lunch with the students. A refrigerator and microwave is available for use. Near-Peer Mentors are expected to monitor their teams during lunch and enforce appropriate behavior rules, making the resource teacher aware of all concerns.

All participants are expected to dress appropriately for this professional environment. Comfortable, business casual attire is required. No open toed shoes, shorts, dresses, or revealing/sleeveless/tank tops or shirts or blouses are permitted. Long hanging necklaces/earrings, heavy jewelry, and excessive/bulky or tight-fitting clothing is not permitted. Pants must be below the ankle. Failure to comply with requirements may result in a disciplinary action. Continuous dress code infractions may constitute termination of employment.

All participants are expected to conduct themselves in a courteous, professional manner to minimize disruption in the workplace. Near-Peer Mentors are expected to model professional and respectful behavior for program participants, at all times. Failure to abide by the provided employment guidelines listed above may constitute termination of employment.

**2020 ARL-W GEMS Near-Peer Mentor Agreement**

**I understand that during my participation as a GEMS Near-Peer Mentor, I am expected to perform the following:**

1. Sign and return all documents by Friday, March 27<sup>th</sup>, 2020
2. Arrive to work on time each day
3. Comply with the dress code
4. Assume a leadership/mentoring role and demonstrate appropriate professional behavior
5. Assist with set-up and break down of labs
6. Treat all GEMS participants, staff, and ARL employees with respect
7. Fully engage in all program activities
8. Enforce all safety and security requirements
9. Identify areas of concern and promptly notify the resource teacher and program coordinator in a timely manner
10. Promote and provide a positive learning environment
11. Perform other related duties as assigned

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_