

**First Year Global Opportunities Program
Mentor Scope of Work**

Role Overview

The First Year Global Opportunities (FYGO) Mentor serves as the Cal Poly Program Leader and is a dedicated resource for FYGO students throughout their pre-departure, abroad, and return activities. The mentor should possess at least basic conversational Spanish skills and a working knowledge of Spanish culture. As a staff member familiar with the needs of first-year students, the mentor serves as a strong advocate, helping students navigate academic and personal challenges while encouraging them to maximize their study abroad experiences.

Key Duties and Responsibilities

The mentor will:

- Participate in FYGO recruitment and pre-departure sessions in fall 2026.
- Meet with all participants 1:1 to do a pre-program check-in during fall 2026.
- Be present in Seville, Spain, for the first two weeks of the program.
 - Serve as a resource for students and their supporters in collaboration with the International Center and CEA CAPA staff.
 - Actively support students in collaboration with CEA CAPA staff during the Welcome Week (see below for more details), the add/drop course period, and their transition into academic and cultural life abroad.
 - Host mandatory 1:1 check-in sessions at the CEA CAPA Study Center during the first 10 business days of the program.
 - Schedule small-group meetings to connect with students, build community, and provide ongoing student success resources.
 - Hold team-building and intercultural engagement sessions (e.g. in the student residence hall, CEA CAPA Study Center, etc.).
- Remain a point of contact for students throughout the program, hosting virtual check-ins or office hours and helping students connect with campus resources such as the Mustang Success Center, college advising offices, and other support services – with particular focused support during fall registration period.
- Meet monthly with CEA CAPA staff and liaise with the International Center as needed to support students of concern throughout the program.

Travel Costs

The FYGO mentor’s travel costs during the program are included in the FYGO program budget and therefore covered by the International Center.

Estimated Hours of Work

Duties & Responsibilities	Time Commitment
Recruitment Activities (e.g., information sessions, re-entry meeting for spring 2026 cohort, planning sessions, application meetings with students)	5 hours (completed during Fall 2026)
Pre-departure Orientation Sessions, 1:1 check-in with students, and Program Leader Trainings	20 hours (scheduled during Fall 2026)



Onsite Activities in Seville, Spain	60-75 hours (12-15 days @ ~5 hours/day)
Ongoing Spring Semester Support (e.g., periodic check-ins and student support, meetings with CEA CAPA staff)	10-15 hours
TOTAL	95-115 hours

Welcome Week

Modelling off higher education first-year experience best practices, the FYGO program integrates a full Welcome Week of activities sponsored by CEA CAPA and designed to promote a positive transition to Seville. The goals of Welcome Week are to foster community; introduce the local culture; and set students up for an engaging, safe, and academically enriching quarter abroad. CEA CAPA will arrange Welcome Week, and the FYGO mentor will collaborate with CEA CAPA staff to facilitate the following activities:

- Welcome meal
- City orientation and tour
- Academic & college readiness orientation sessions
- Health and safety, housing, and host culture presentations
- Community building and cultural activities

Mentor Position Outcomes

The following outcomes articulate the intended impact of the FYGO Mentor role:

1. Support Student Transition & Wellbeing

Mentors will support students in successfully navigating international travel and transitioning into academic culture and daily living in Seville. They will promote wellbeing, resilience, and help-seeking behaviors pre-departure and while abroad.

2. Build Community & Belonging

Mentors will foster an inclusive and supportive learning community that promotes belonging, intercultural understanding, peer connection, and respect for myriad identities and experiences.

3. Foster Academic Engagement & Student Success

Mentors will support students' academic adjustment and success by connecting students to resources and supporting key transition periods throughout the program.

4. Encourage Cultural Learning & Reflection

Mentors will encourage students to engage thoughtfully and with Spanish culture and in their global learning through curiosity, cultural humility, and critical reflection.

5. Collaborate with Cal Poly and CEA CAPA colleagues

Mentors will collaborate effectively with the Cal Poly International Center and CEA CAPA staff to provide student-centered support.



Please submit this form, statement of interest, and CV to Cari Vanderkar (civander@calpoly.edu)

Staff Name _____ Email _____

Title _____

Department/Office _____ College/Unit/Division _____

Proposed Program Location, Term & Year Seville, Spain, Spring Semester 2027

Proposed Dates Abroad (first 2 weeks of the First Year GO Program) Proposed Jan 16-30, 2027

I understand that the Cal Poly International Center needs pre-approval from the Department/Office leadership and College Dean/AVP or equivalent as part of this employee's application for the First Year GO (Global Opportunities) program mentor position.

As the approver, I understand that the staff member will be in Seville, Spain during the first two weeks of the spring semester FYGO program, and I recognize that this is a professional development opportunity for the applicant.

I additionally verify the following:

- The staff member does not have any work assignments that conflict with this opportunity abroad.
- The staff member possesses and has demonstrated the skills and experience appropriate for leadership of the proposed program. Note: being a mentor for the Cal Poly First Year GO Program requires that the staff member possesses administrative, diplomatic, and leadership skills to work collaboratively with the International Center, partner program provider, local faculty and staff, and students.
- The staff member is able to be engaged in the proposed program for the full duration stated above.
- The staff member has maintained positive evaluations and/or other indicators of effectiveness related to this mentorship role.

Please provide comments in the section following or attach a letter of recommendation.
Thank you for your support.

Chair/Head/Director Name: _____ Title: _____

Department/Office: _____ College/Unit/Division: _____

Signature: _____ Date: _____

Dean/AVP Name: _____ Title: _____

Signature: _____ Date: _____

Chair/Head/Director Comments:

AVP/College Dean or Equivalent Comments: