



# Expectations for University of Chicago Peer Health Educators

The expectations outlined below pertain to all University of Chicago Peer Health Educators. If you have any questions regarding what is expected of you, contact Kristyn Genrich.

## 1. Weekly Staff Meetings

- Staff meetings are mandatory. The meeting time is set at the beginning of each quarter. Enter the meeting dates and times in your planner and be on time.
- Excused absences are those when you provide an excuse to Kristyn (via e-mail, voicemail, or in person) in advance of the meeting you will miss. Acceptable excuses include class meetings (tests, review sessions, etc.), illness, personal & family emergencies, and being out of town.
- If you feel that you have a reason for not attending a staff meeting that should be considered excused but is not listed as such above, please speak with Kristyn prior to your absence.

## 2. PHE Program Presentations

- Present a PHE program at least 1 time a quarter. (PHEs who have gone through training)  
**or**
- Observe & assist with a PHE program at least 1 time prior to presenting on your own. (1st year PHEs)
- Promote PHE programs and actively seek out programming opportunities.
- Be professional when committing to a program. Confirm requester's phone number and try to get cell number too, in case of emergency), (b) coordinating the program with your fellow PHE presenter well in advance of presentation date, (c) speaking with the requester about the content of your program to confirm it is what he/she wants, (d) assembling and organizing all presentation materials, including handouts & program evaluations, in advance of the presentation (e) arriving to the presentation early in order to set up.
- You must notify Kristyn once you have completed a program so she can credit you with having conducted a program.
- Programming materials, including completed program evaluation forms, must be returned to the Health Education office the day after your program. (Materials may be returned on Monday for programs conducted Thurs.-Sun. unless someone needs the materials before then.)

## 3. Health Awareness Events & Outreach

- The PHEs sponsor or co-sponsor, on average, one health awareness event per month. (Some months there may be more than one event; other months there may be no events.) PHEs are required to participate in the planning, promotion, and execution of all these events.
- Each PHE must be the "lead" for one health awareness event per year.

## 4. Training

- *Attend all mandatory training sessions including continuing education sessions held during our weekly meetings.*



# Expectations for University of Chicago Peer Health Educators

The expectations outlined below pertain to all University of Chicago Peer Health Educators. If you have any questions regarding what is expected of you, contact Kristyn Genrich.

## Take Initiative

- You will be provided with a breadth of knowledge on a wide range of topics; however, your education should not stop there. Is there a topic you're really interested in? Research it! Better yet, research it and then prepare a training session or some resources for the group. Read an interesting article? Find a great website? Share it with the group (forward the URL to the listserv or give it to Kristyn to photocopy).

-Want additional training or information on a topic but don't have time to research it yourself? Tell Kristyn; she would be happy to provide additional training or resources.

-Have a great idea? a concern? Share it. Have a question? Ask.

## 6. Be a Good Role Model

Your actions reflect upon the Peer Health Education program's reputation & Beth-Anne's reputation. Speak positively about the program. Put your best face and foot forward. Walk the walk and talk the talk.

## 7. Respect Each Other

This especially applies if you are co-presenting with a fellow PHE. Share the responsibility and work load, respect each other's time and presentation style, etc. With all PHEs and SCC staff, practice open and honest communication. We are all here to help each other so if you need help or want to help someone else, don't hesitate to say something.

## 8. Communicate with Kristyn

Share your questions, concerns or ideas. You might be able to contribute to our group! Also, keep me informed about your schedules, other commitments, etc. Lastly, I would love to chat and know how you are doing in a "non-PHE" way. Come and see me any time!

## 9. Check Your E-mail

Check your email at least daily and respond to any requests (for information, etc.) from Kristyn promptly.

## 10. Commitment & Withdrawal

Peer Health Educators commit to a minimum of one year of service following their training/internship. If at any time, I find I am no longer able to continue my position as a Peer Health Educator, I will contact Kristyn immediately to discuss my situation. Should I decide to withdraw from the program, I will make every effort to give at least two week's notice of my withdrawal.

I, \_\_\_\_\_ (PRINT NAME), agree to fulfill the expectations of a University of Chicago Peer Health Educator as outlined above. I understand that failure to meet these expectations may result in a withholding of my stipend (if applicable) and/or my termination from the Peer Health Education program.

\_\_\_\_\_  
Peer Health Educator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date