Expectations and Agreement for Peer Health Educators (PHE)

The expectations outlined below apply to the Peer Health Educator (PHE) appointment. It is each staff member’s responsibility to familiarize themselves with and to adhere to the standards and expectations as outlined.

**Appointment Expectations**

I agree to fulfill the responsibilities of the position I am accepting, follow the direction of my Resident Fellow (RF), Appointing Manager, and/or Supervisor, and abide by University policies including but not limited to the policy on controlled substances and alcohol, the policies on sexual harassment, consensual sexual or romantic relationships, and prohibited sexual conduct (sexual misconduct, sexual assault, stalking, and relationship violence), the Fundamental Standard, the Honor Code, the housing agreement, and federal, state, and local laws.

In addition to abiding by the policy on sexual harassment and consensual sexual or romantic relationships, and notwithstanding Stanford Policy outlined in Administrative Guide 1.7.2, I agree that I will not engage in a sexual or romantic relationship with any freshmen in the house in which I am appointed for the duration of my appointment as a student staff member. Furthermore, I understand that Residential Education strongly discourages student staff from engaging in sexual or romantic relationships with any residents of the house in which they are employed due in part to the potential negative impact on the house community. If I am considering engaging in a sexual or romantic relationship with a resident of my house, or if I am unsure if I am meeting the expectation of maintaining appropriate relationships with residents, I will immediately discuss my circumstances with my Resident Fellow, Appointing Manager, and/or Supervisor. For all of these reasons, sexual or romantic relationships—whether regarded as consensual or otherwise—between individuals in inherently unequal positions should in general be avoided.

I understand that I am being placed in a role in which my behavior is looked at as a role model for my residents. Understanding that, I will not engage in high-risk behavior involving alcohol or drugs. I will not drink with, provide alcohol to, or serve underage residents, and I will behave in a manner consistent with federal, state and local laws. I will not provide alcohol to or accept alcohol from any residents of the house in which I staff at any point.

I understand that I must maintain appropriate, consistent, and responsive communication with my residents, my fellow staff members, my Resident Fellow, Appointing Manager, Supervisor, Residential Education, and my appointing department. This may include but is not limited to attending staff meetings, house meetings, and using Stanford email as one of the major mechanisms to communicate with my Appointing Department, Resident Fellow, Supervisor, and house staff. I am responsible for reading all emails sent to my Stanford email address. I will also make available other contact information for ease of communication (phone number, email address, etc.). I will also participate in the assessment efforts of my Appointing Department and Residential Education.

I understand that I will be privy to private student information in my role as a leader in the community. I will maintain student privacy, and I will not divulge a resident’s private information to other students without express consent. I will alert the appropriate professional staff members (Residence Deans, Resident Fellows, etc.) of student issues that come to my attention.

I understand that if I am asked to speak to the media from the perspective of my student staff position about my resident(s), my residence, the Appointing Department I work for, Residential Education and/or the University, that I will consult with my Resident Fellow, Supervisor, and Appointing Department first.

I understand that I will serve the entire duration of the academic year through the closing of the residences.

I waive my assignment to housing anywhere else on campus.
**Training Expectations**
I understand that all staff training is mandatory and agree to attend and participate in all scheduled training in its entirety, and that I must return to campus on the dates specified by the department. I will also attend all training during the academic year.

**Spring Training:**
All PHEs are expected to enroll in and pass PEDS 105: Health Promotion and Campus Culture.

**Autumn Training:**
- Thursday, September 8, 2016: All PHEs may move into their Autumn residence
- Monday, September 12, 2016: All PHEs are expected to report for Training at 9 a.m.

**Ongoing Training:**
PHEs will be convened for training throughout the year. All PHEs are required to attend these sessions.

**Academic Standards**
I understand that I must be in good academic standing with the University as determined by the Registrar to be a staff member in a residence. I understand that I need to be a registered student to be a student staff member. My Resident Fellow/Supervisor, Residential Education, my Appointing Department, and Student Housing must approve any exceptions.

**University Standards**
I understand that if I violate or am under review for a violation of the Fundamental Standard, the Honor Code, or other University standard or policy, my appointment status may be reviewed.

**Financial Responsibilities**
I understand that I may be paid a stipend. If my appointment as a student staff member ends for any reason during the academic year, I agree to reimburse Stanford University a pro-rated amount of that stipend based on my last day of appointment.

**Work Authorization**
I understand that I must be a U.S. Citizen, U.S. Permanent Resident, or in visa status appropriate to receive payments from a U.S. source.

**NOTE:** If you are a recipient of financial aid or other grant/fellowship money, you should speak with the Financial Aid Office (723-3058) or your department to determine if/how your PHE stipend will impact your financial aid.

**PHE Commitment as a Role Model**
PHEs have a public life and serve as role models of healthy living. By accepting this position, you commit to model a well-balanced, healthy lifestyle. You specifically agree to:
- Abide by the Fundamental Standard, Honor Code and University policies such as the Policy on Controlled Substances and Alcohol, the policy on Sexual Harassment and Sexual Assault, and all other Stanford and Residential Education policies that govern student life.
- If you choose to drink alcohol, drink lightly and responsibly at all times
- Never drink with frosh or provide alcohol to underage students
- Use no tobacco products
- Use no illegal drugs
- Adhere to balanced, healthy eating and exercise plans
- Practice and model personal mental health and stress management strategies
- Check e-mail daily for HPS communications and respond or forward in a prompt fashion
Roles and Responsibilities as a Health Educator
- Take a very active role in dorm/community life including eating most meals with your residents and hanging out in your house.
- Coordinate at least 2-3 health-related programs per quarter
- For houses with freshmen: You must provide at least one alcohol education and sexual assault prevention education program during fall quarter
- Offer paraprofessional clinical services, such as on-site cold and flu “clinics” and basic CPR/First Aid dorm awareness sessions
- For all houses: You must provide at least one sexual assault education program during the year
- Educate and advise residents on relevant health topics via bi-quarterly bulletin boards and weekly “Health Tips” flyers, possibly via I Thrive social media channels
- Attend all of PHE Fall Training including your specific house retreat
- Play a leadership role in New Student Orientation, including all assigned The Real World activities
- Attend and promote all major campus health events (we’ll let you know via email and meetings)
- Act as your house’s point person for Infectious Disease Reporting

Roles and Responsibilities as a House Staff Member
- Work closely with RFs and RAs to assess the health needs and interests of residents
- Do not engage in romantic or sexual relationships with any freshmen living in your residence for the duration of your appointment as a Peer Health Educator
- Be accessible and available to your residents
- Fully participate in dorm/community life including eating meals and hanging out in your house

Roles and Responsibilities as a Health Advisor and Coach
- Act as peer health advisors/coach to residents and staff (1-on-1 conversations, group discussions, and campus resource referrals)
- Inform and consult with Carole/Colin about sensitive issues/critical incidents (student crises, staff tensions, etc.)
- Consult with Colin about programming and health advising and coaching issues

Roles and Responsibilities as a PHE Team Member
- Actively promote I Thrive social media (SH101, Facebook)
- Attend PHE meetings as they are scheduled throughout the year
- Serve as the link between your residents and Vaden Health Center

Confidentiality
- If asked to maintain strict confidentiality by another student, I will clearly communicate that I will protect students’ confidentiality to the greatest extent possible. I understand that I will maintain confidentiality regarding disclosures of student information to the greatest extent possible. I understand that, due to issues that involve serious threat or harm, I cannot guarantee students’ complete confidentiality.
- I will immediately inform Carole/Colin regarding any critical dorm incidents.

I understand the expectations for my role as a student leader in the residences and for my appointment as PHE. I accept the appointment and will adhere to the expectations as outlined above. I understand that violation of this agreement, failure to meet appointment responsibilities and expectations, violation of University policy, and/or breaking the law may lead to the termination of my appointment and my removal from residence.