

Instructor-Mentor Agreement

The Instructor-Mentor Agreement is a tool which may be utilized to ensure that both parties are aware of each others' expectations. Ideally, this agreement will foster fluid communication and understanding. At the beginning of each semester, mentors will meet with their assigned instructors to discuss the semester, their strategies, and to customize as well as sign an Instructor-Mentor Agreement.

The form will yield carbonless copies of the agreement. A copy will be retained by each party: the instructor, the mentor, and the Bepko Learning Center. A sample of the Instructor-Mentor Agreement can be found on the subsequent page.

Instructor and Peer Mentor Agreement

The instructor and peer mentor should work together to serve the needs of their students. Please read and check the following expectations in agreement to ensure a clear understanding of each member's responsibilities. You may feel free to make modifications or additions to the statements of agreement to accommodate the course structure.

A. Expectations of Instructor

Meet with peer mentor weekly, monthly, or other _____ to determine what topics need to be covered or activities implemented for the upcoming mentoring sessions.

Review and provide feedback for new activities created by peer mentor.

Complete the "Instructor Evaluation of Peer Mentor" at the end of the semester to communicate to the mentor his/her performance.

Allow the peer mentor five minutes per week to make any necessary announcements to the class (if applicable).

Actively involve the peer mentor in class activities (if applicable).

B. Expectations of Peer Mentor

Attend all scheduled lectures. (This is a requirement for mentors in their first or second semester of mentoring. If a mentor has mentored a class for more than three semesters, lecture attendance is at the discretion of the instructor.)

Lead mentors for PSY B104 must attend lecture/recitation, but support mentors are exempt from lecture/recitation.

Attend planning meetings with instructors.

Participation and involvement:

- Read all course textbook chapters, as well as any additional assigned reading.
- Assist with small-group work (if applicable).
- Contact students who are absent or struggling.
- Model good student behavior— being attentive, taking notes, arriving to class on time, etc.
- Maintain contact with students and instructor.

Present announcements for five minutes once a week.

We agree upon the expectations listed above.

Instructor _____ Date _____

Peer Mentor _____ Date _____

Please complete and return pink and white copies to the Bepko Learning Center.
Keep the yellow copy for your records.

Pink Copy—Instructor ♦ Yellow Copy—Peer Mentor ♦ White Copy—Bepko Learning Center