

Responsibilities of Scholarship Recipients

All scholarship recipients of the Bepko Learning Center are expected to abide by the following in agreement with his or her scholarship contract:

Attending Training

Training for all scholarship recipients of the Bepko Learning Center occurs at the beginning of the fall and spring semesters. Mentors utilize this time to learn skills and techniques that can be used in sessions. Returning mentor team members use this time to brush up and improve their session planning and mentoring techniques. All mentors are required to attend training meetings.

Attending Lectures/Recitations

New mentors are required to attend the academic course that corresponds with their session. Attending lectures is necessary to stay current with course material as well as the pace of the course. In addition, attending lectures provides an opportunity for mentors to build relationships with students and the instructors while serving as a role model.

The role of a mentor during lectures varies by instructor and discipline. Mentors should meet with their instructors to discuss their role in the classroom. It is important to clarify expectations with the mentor (see “instructor/mentor contract”).

Lecture attendance for mentors beyond the second semester of mentoring is at the discretion of the instructor.

Paperwork

The mentor is responsible for turning in paperwork to help the Bepko Learning Center gather statistics on session attendance and grade performance to determine the success of the program.

Session Planning

Careful planning is essential to ensure that the collaborative learning sessions run smoothly. Adequate planning of the sessions promotes an effective collaboration. Mentors are encouraged to always be open and flexible within the sessions and to stray from their agenda if learning objectives are not being met (see “session planning form”).

Conducting Sessions

Mentors are required to facilitate sessions corresponding with the course lectures on a weekly basis.

Communication

Mentors are required to keep in contact with their coordinators, students, and instructors about problems and situations that arise during the semester. This includes responding to e-mails promptly and checking their mailboxes and Oncourse CL.

Meetings with the Academic Coordinators

Continual training is given to all new mentors. At meetings during the semester, mentors are given the chance to collaborate with student academic coordinators to talk about their work as a mentor. Many topics are covered in these meetings, some of which include mentor strengths, areas of improvement, and student concerns. The academic coordinator serves the function of a liaison between the mentors and the program staff.

Evaluations

Mentors will be evaluated periodically throughout the semester to continually improve the quality of service the Bepko Learning Center provides (see “mentor self-evaluation”).

Peer Observations

New mentors are required to complete a peer observation of an experienced mentor so that they may become familiar with the format of a successful session (see “mentor observation form”).

UCOL Courses

All mentors are required to enroll in a 1 credit hour University College mentoring course (U201, U202, U203, or U204) to be eligible for the scholarship. Course work, service, and attendance at a cultural event are required by each of these courses (see appendix for course descriptions).