

# SI Mentors' Typical Week

Prior to the beginning of each week, mentors should spend **three hours in preparation** for the upcoming week. This includes reading course assignments, reviewing them, and developing quizzes or other innovative tools to use during the sessions. When preparing, remember that students may find some materials more difficult than others; always be prepared to adjust sessions accordingly.

- Mentors spend approximately three hours per week in class.
- Mentors spend a minimum of one hour each week in collaboration with the course instructors. These meetings will vary by instructor.
- Mentors hold two to three sessions each week. Each session should be one and a half hours in length.
- Mentors spend one hour per week collaborating with the coordinators and director through e-mail, reflections for University College classes, one-on-one discussions, meetings, etc. This provides the mentors increased insight into their own development and that of their students.
- Mentors spend approximately one-half hour each week in ongoing training to continue to fine-tune their interpersonal skills and to continue increasing their knowledge of available campus resources.
- Mentors spend approximately two hours each week in University College course work (a UCOL course) in an effort to collaborate with other mentors and academic coordinators. The UCOL course work serves as a source of ongoing training for mentors.
- These are not the only expected duties of the mentor, but are a general outline of the typical week. In addition to the above responsibilities, mentors may be expected to hold an Exam Jam session at the end of the semester. The coordinators will provide further information as necessary.