

SLA Mentors' Typical Week

Prior to the beginning of each week, the mentor should spend three hours in preparation for the upcoming week. This includes reading course assignments, reviewing them, assessing the needs of the students, 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 your sessions accordingly.

- Mentors spend approximately one and a half to three hours per week in class with the instructors, depending on the number of sessions the mentors are responsible for during the semester.
- Mentors are encouraged to spend approximately one hour each week in collaboration with the course instructors. These meeting times will vary per instructor.
- Depending on the course, mentors hold approximately 1 hour and 15 minute sessions each week.
- Mentors spend approximately one hour per week collaborating with the coordinators and director through e-mail, reflections, one-on-one discussions, etc. This provides the mentors with objective comments and constructive criticism so they may have increased insight in their own development and that of their students.
- Depending on the course, a mentor can be expected to spend approximately one to three hours on e-mail contact with his or her students. It is important that peer mentors take time to monitor their students' progression so that mentors can take the steps necessary to communicate concerns to the students and instructors in an effective manner.
- Mentors spend approximately two hours each week in University College course work in an effort to collaborate with other mentors and student academic coordinators. This course work serves as an ongoing training so that mentors can continue to fine-tune their interpersonal skills and continue to increase their knowledge of available campus resources.

These are not the only expected duties of the mentor, but should serve as a general outline of a typical week and can change per instructor guidelines.
