



# Peer Mentors

## 2010-2011 Expectations and Responsibilities

Peer Mentors are expected to:

- attend Peer Mentor training in the fall and spring semesters
- attend New Student Orientation in the fall and/or spring of the academic year and help with campus tours, student questions, and general support of the program
- attend each class of their assigned UCC 101 section
- utilize the UCC email to correspond with students, faculty, and Peer Mentor Liaison
- check UCC email 3 times per week at a minimum
- learn each student's name in the class
- meet with each student at least twice per month during the semester; this meeting can be through email, in person, or over the phone
- follow up with students who are absent from class
- when possible, help students with individual assignments and any specific problems or challenges they might have over the course of the semester
- keep in close contact with the instructor throughout the semester
- meet with the instructor periodically to evaluate and discuss the progress of the course
- meet with the Peer Mentor Liaison and other Peer Mentors to discuss the progress of their UCC 101 experience
- turn in a signed timesheet to the Peer Mentor Liaison each pay period, signed by both the student and the instructor
- participate and attend UCC 101 orientation and various workshops throughout the semester (including, when possible, faculty workshops)



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- o complete assignments (such as journal entries) when appropriate, including group projects with other UCC 101 Peer Mentors and individual projects as appropriate

### **When possible, Peer Mentors will also:**

- o teach or explain particular segments of class, in consultation with the instructor
- o meet with the instructor regarding any serious problems facing individual students in UCC 101
- o monitor quizzes, meet with small groups, review portfolios, or complete other in-class work as appropriate in consultation with the instructor
- o advise the Peer Mentor Liaison of any students who might make good Peer Mentors in the future
- o work in the Library, assisting faculty and Librarians with responsibilities related to UCC 101

Academic compensation includes building relationships with UCC faculty and staff, improving social and academic skills, building relationships with other UCC students, developing leadership skills, demonstrating these skills in a real-world setting: the UCC 101 classroom.