

university scholar seminar academic mentor position description



qualifications

- Returning student status
- Enrollment in full-time coursework and the University Scholars program
- Cumulative GPA of 3.0 or higher (or special faculty approval)
- Interest in course subject and in mentoring first year students

roles

Some academic mentor tasks are mandatory (✓); others are recommended (___). Faculty are welcome to add other related tasks.

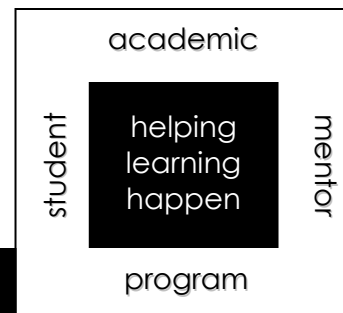
- Role model** interest in course content and the process of learning.
- ✓ Participate with faculty in New Student Orientation Uscholar class meeting.
 - ✓ Attend 1-3 Uscholar seminar class sessions per week.
 - ✓ Maintain regular contact with seminar faculty member (as arranged).
 - ✓ Observe students' experiences in course and provide feedback to faculty.
 - ___ Organize out-of-class experiences related to course content.
 - ___ Present information and/or organize in-class learning experiences.
 - ___ Offer insights to students about what the academic mentor took from his or her Uscholar experience and the benefits of learning opportunities in this course.
 - ___ Explain objectives and relevance of Uscholar courses.

- Be a **Resource** regarding learning strategies and academic tasks.
- ✓ Offer peer advising regarding course selection.
 - ___ Offer information to students on time management, learning strategies, etc.
 - ___ Coordinate and lead exam study sessions.
 - ___ Review papers and offer feedback on student writing.
 - ___ Meet individually with students having academic difficulty.

- Build **Relationships** with students as they transition to the University.
- ___ **Highly Recommended:** Participate in New Student Orientation as an Orientation Team Leader for students in the class.
 - ✓ Initiate relationships with class members and build rapport.
 - ✓ Encourage development of positive relationships between class members.
 - ✓ Talk to students about their experiences and their connections at SPU.
 - ___ Organize social events for students outside of class.

- Provide **Referrals** for students to campus resources.
- ✓ Provide support and referral regarding transition, academic, and personal issues.
 - ✓ Discuss student issues regularly with faculty member.
 - ___ Provide students information on campus events and traditions.

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selection, supervision and training

- Each University Scholar Seminar faculty member **selects** and **supervises** an academic mentor for his or her class.
- Academic mentor **training** is required for all mentors and is provided by Student Academic Mentor program staff. Training requirements include:

Spring Quarter training – 1 hour meeting—Thursday, May 31—**Choose** 9:30-10:20 a.m. **OR** 3:00-3:50 p.m.

Pre-Fall Quarter training – 2 hour meeting

--Academic mentors who **are Orientation Team Leaders** Thursday, September 20, 9-11 a.m.

--Academic mentors who **are not Orientation Team Leaders** Friday, September 21, time TBD.

Fall Quarter training

-2nd and 3rd weeks of the quarter—2 hour meeting each week

compensation

- Academic mentors can receive 1-3 graded credits as **compensation** for their work (USEM 4930 Practicum).
- Credit hours are determined by number of hours per week academic mentors spend on responsibilities.
- Final determination of credit hours is at discretion of the faculty member.
- Recommended credit hour guidelines are as follows:
 - 1 *credit*: average of 3 hours of work per week (includes time in class).
 - 2 *credits*: average of 6 hours of work per week (includes time in class).
 - 3 *credits*: average of 9 hours of work per week (includes time in class).

Information about orientation team leader responsibilities

Orientation Team Leaders act as hosts, advocates, advisors and friends for new students and their parents during New Student Orientation on September 20-22, 2007.

- Each orientation leader who is an academic mentor will be responsible for working with new students who are members of his or her seminar class.
- The Office of Student Programs directs orientation leaders in their responsibilities. Mandatory orientation leader training is Wednesday, September 19. (Meetings between 8:30 a.m. and 5 p.m. anticipated.)
- Although you will not spend every moment of these three days with your orientation group, please avoid other commitments September 20-22.
- Orientation leaders who will live on campus during fall quarter can move into their campus residence early. Orientation staff will publish move-in dates and times over the summer.