

# academic mentor responsibilities sheet

## roles and possible responsibilities

- **Role model interest in course content and the process of learning** (i.e. attend class, attend out-of-class events, participate during in-class activities as determined by faculty member, offer peer input on importance of course content, etc.)
- **Be a resource for students regarding learning strategies and academic tasks** (i.e. coordinate exam study sessions, review papers and offer feedback on writing, offer information on note taking, text reading, and exam preparation, etc.)
- **Build relationships with students** (i.e. initiate conversations with students, stay in contact with students via email, talk to students about their broader experiences at the university, etc.)
- **Provide referrals to campus resources** (i.e. discuss student issues regularly with faculty member, offer information on resources for academic and personal issues as requested, offer students info on course related campus events, etc.)

beginning of quarter planning:		after event assessment:	
What will you do?	When will you do it?	How effective was it?	Any improvements for next time?
EXAMPLE --lead study session for mid-term exam	--one week before mid-term	--well attended	--large turn out made session hard to manage --offer two sessions for final exam

after event assessment:											
beginning of quarter planning:											