

## First-Year Mentor Responsibilities 2012

**Job Description:** First-Year Mentors are expected to commit approximately 5 hours each week. Approximately 2 hours are spent in the BCC 100 classroom, contributing to the class as arranged with the course instructor. The other 3 hours are spent assisting the instructor outside of class and working with first-year students as a group or individually outside of class. Mentors should plan activities that will allow the class to interact and get to know Berry, Rome and each other as they make the transition to college.

Being a first-year mentor requires a serious commitment of both time and energy. Applicants should consider their fall coursework, other leadership positions, and work assignments before applying. Resident Assistants, student teachers and KCAB officers should not be First-Year Mentors.

### I. MENTORS MUST ATTEND ALL OF THE FOLLOWING:

<b>May 3-4</b>		Mentor Training
<b>Saturday, August 18</b>		Welcome Back Meeting and Dinner
<b>Sunday, August 19</b>		Beginning session
<b>Monday, August 20</b>		BOLD training
<b>Tuesday August 21</b>		Lunch with First-Year Seminar Instructors Dinner with BOLD staff
<b>Wednesday, August 22</b>	8:00—2:00 TBA	Berry Bellhop--assist new students moving in to dorm New Student Welcome
<b>Thursday, August 23</b>	9:00 a.m. 1:00 6:30 8:00	Initial First-Year Seminar class meeting CIRP Survey *Summer Book Discussion: <i>The Dressmaker of Khair Khana</i> PlayFair
<b>Viking Venture, August 23-25 (Each First Year Seminar Class will receive a different schedule.)</b>		
<b>Saturday, September 8</b>	8:15 -1:00 2:00	First-Year Service Day FYSD Cookout
<b>August 28</b>	11:00	First-Year Mentor meeting
<b>September 13</b>	11:00 *7:00	First-Year Mentor meeting "Can I Kiss You?" with Mike Domitrz
<b>September 25</b>	11:00	First-Year Mentor meeting
<b>TBA</b>		(Summer Book Speaker)
<b>October 9</b>	11:00	First-Year Mentor meeting
<b>October 23</b>	11:00	First-Year Mentor meeting
<b>November 8</b>	11:00	First-Year Mentor lunch and final meeting

## ADDITIONAL RESPONSIBILITIES

### Administrative:

- **Turn in a bi-weekly activity report online.** You'll receive a reminder each week.
- **Post your work hours every pay period.** You'll be paid a stipend equivalent to six hours of work. Please just post 1 hour per week.
- **Meet with your instructor for about 15 minutes a week outside of class** to compare observations about how the class is going, share concerns, and plan class activities and lessons. Depending on the wishes and/or needs of your instructor, you should plan to take an active role in planning the class. Your instructor will probably be glad to have your input.
- **Attend every class meeting** and speak up throughout the course whenever you can add an experienced student's unique perspective to the discussion. Your instructor may also want to turn certain discussions over to you to lead.
- **Check in with any student who is not in class** to be sure he or she is ok and to catch the student up on assignments. This is especially critical during Viking Venture, when students are apt to make mistakes with the schedule.
- **Create an e-mail distribution list for your class** so that you can send reminders or announcements to the group.
- **Help facilitate BOLD beginnings.**
- **Additional duties:** Your instructor may ask you to take over some of administrative duties such as taking role, grading quizzes, and checking assignments.

### General:

- **Interact with your students outside of class.** You should plan to spend approximately 3 hours each week interacting with students outside of the classroom. In addition to group activities such as hikes to the reservoir or dinner at Schroeder's, look for ways to interact with individuals and or small groups of students. In the past, mentors have called on students in their dorm rooms, invited one or two students to lunch each week, taken students with them on a Wal-Mart run, etc. Your students can give you suggestions for group activities.
- **Be available to help in the FYE Office as needed.** From time to time we will need help with projects, surveys, etc. Please try to be as helpful as your schedule will permit.

### Viking Venture:

- **Attend and participate in activities for your class as scheduled.** Your participation will ensure your students' participation.
- **Arrange transportation to your instructor's home for the summer book discussion.** Take a few minutes at the end of the Viking Venture class to set up carpools and distribute directions.
- **Participate in the summer book discussion.** Be sure that you have read the summer reading book and speak up during the discussion. Try to think of questions to move the discussion along.

### First-Year Service Day

- **Arrange transportation, pick up t-shirts for your class, and take cookout reservations prior to First-Year Service Day.**
- **Contact the agency or supervisor of your project prior to First-Year Service Day to confirm arrangements and directions to the site.**
- **Turn in to the FYE Office a waiver form for each student participating in First-Year Service Day.**
- **Serve as foreman of your work crew.**

Mentors must be in good academic and social standing. As student leaders, they are expected to comply with all rules of the Viking Code.