

Mentoring Guidelines:

Contact information:

Coordinator Name	email	Office location
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- Meet once a week with your mentee for 45 min-1 hour
 - This is required. What you do during the hour is up to you and your mentee.
 - Suggestion: meet at the same time and place every week
 - Text your mentee to remind them
 - If your mentee doesn't show up, ask them why
 - Explain to them that a weekly meeting is a requirement of the program
 - Ask them if there is something going on (life problems, discouragement, feel they don't need the help, etc.)
 - Contact the coordinator
- What to do at the meeting:
 - Homework problems
 - Go through notes
 - Example problems
 - Go over graded assignments (even if they did well)
 - Answer any questions they have about Temple and the EES program
 - Quiet study hour: both you and your mentee can bring homework and have a productive hour of classwork
 - Your mentee should come prepared with their notes, textbook, and graded assignments (and a positive attitude!)
- Grade Sheet:
 - You, your mentee, and I will have access to a grade sheet via Google Drive
 - Your mentee should be updating their grade sheet weekly
 - This is also a requirement

- You as the mentor should check the grade sheet. Sometimes students will have a streak of really good grades, then have one failing grade. Ask them about any bad grades
 - Did they study?
 - Did they have a bunch of other assignments/tests around the same time?
 - Are they struggling with the material?

- Keep an optimistic attitude with your student, but be honest
- If you have any concerns about your student's well-being, please let me know immediately
- If you are having issues with your student (communicating, not showing up to meetings, won't post grades, etc.) contact me
- Keep me updated
- I am here as a resource for you guys as well. Contact me about anything!

Why being a mentor is a great experience:

-Meet students new to EES

-Adds to your resume

-You get to help out students in your own department

-You can have a big impact on another student's life

-You're supporting a research project!

-If you are planning on going to grad school, you'll most likely be a Teaching Assistant. This is really good practice!

-If any faculty or grad students are looking for undergraduate researchers, we usually recommend the math mentors

EXAMPLES:

Mentee: I'm really struggling with this type of problem...

Mentor: Okay! Let's look through your notes and find an example problem.

-Did they take notes? Are the notes organized? Detailed? This could be something you suggest for them to work on.

-Did they miss that class? Suggest to them that they should copy/take pictures of another classmate's notes if they miss a class. Or meet with the professor during office hours

-Have them work out the problem. Where do they get stuck? Is this something you (the mentor) can help with? If not, encourage them to go to their professor or make an appointment at the student success center (it's easier to show up with a specific problem)

Mentee: I need to study for this quiz/test, but I suck at studying for math tests? Can you help me?

Mentor: Sure! Let's look at your past quizzes and homework assignments. Usually those are the problems professors use on tests. Which ones did you not do well on?

-Again, if there is a pattern to the types of problems the mentee is struggling with, work on those.

-Help them make a study sheet with formulas and example problems

- Help them come up with a study plan (go over homework/quizzes; study for a bit each day, etc.)

Mentee: I was understanding the material really well, but today I understood NOTHING!

Mentor: I remember when that happened to me. Here's what I did/didn't do/wish I did...

- Don't get overwhelmed
- Don't be afraid to ask questions
- Keep doing the homework

Mentee: I do great on the homework, and I feel like I understand the material, but on tests I just blank.

Mentor: Same here! Here's what you can do...

- Get enough sleep the night before
- Bring a snack/beverage
- Visit the counseling center
- Take to your professor and ask for advice
- Write out anxious thoughts before you take the test (studies show that this does actually help)