

The Academy For Teacher Excellence Mentor Program

Mentor Contract

The Academy For Teacher Excellence program provides mentors and mentees with the opportunity to grow academically and personally. Both parties should benefit by participating in the program. In addition to the benefits, there are responsibilities. The following are responsibilities and expectations of mentors:

1. Attend Mentor Orientation. (Date will be announced)
2. Make sure that you and the mentee meet at least 10 hours a month during the semester.
3. Work with the mentee's schedule and transportation needs for meetings.
4. Be dependable and prompt for each meeting that is scheduled.
5. Keep track of meeting schedule and ensure that all documentation paperwork is turned into the Academy For Teacher Excellence office each month.
6. Contact Program Director with any concerns or issues you may be having with mentee.
7. Be prudent and professional in meetings with mentee.
8. Respect cultural, social and religious differences. Accept mentees as they are.
9. Mentee's records are not available to the mentors because of the Family Rights and Privacy Act. It is the mentee and mentors decision to share this information between one another. It is suggested that telephone numbers or e-mail addresses are swapped so that you may contact one another. No academic records will be released.
10. If a mentee shares sensitive issues which are of concern to you, see the Program Director for assistance. It is not your place to serve as a personal counselor to your mentee.
11. Seek resource materials from Program Director on topics of goal setting, time managements, or support services available to SAC students when needed.
12. To participate in program evaluations and follow-up as requested by the program.

I understand that I am agreeing to the terms of these responsibilities. In addition, I may contact the Program Director if my present mentee and I cannot work effectively together.

Mentor's Signature

Date

Mentee's Signature

Date