### COMD Peer Mentoring Program



### Guidelines for Mentors

A mentor...

**\* Exhibits**
    - Provides a model for inclusive and appropriate behavior and attitudes
    - Has qualities/values/skills that the mentee desires for self

**\* Explains**
    - Helps mentee to acquire knowledge, information, and/or skills
    - Introduces mentee to new people, places, interests, or ideas
    - Encourages mentee to approach other people as resources

**\* Encourages**
   - Conveys warm caring about mentee as a person
    - Gives support to mentee's efforts
    - Listens to mentee's ideas and concerns
    - Expresses belief in mentee's abilities

**\* Engages**
    - Enjoys doing things with mentee
   - Shares interests and experiences with mentee
    - Spends time talking with and listening to mentee

**\* Questions**

- How can I be of help to you?

- What specifically do you wish me to help you with?

- Is there a particular topic or skill you want me to help you with?

- What are your objectives for these meetings?

### Common Issues Facing Mentees

**Academic**:
• Scheduling/registering for classes
• Grading policies/procedures
• Interacting with instructors
• What to do about missed classes or late assignments

**Course-related**:
• Questions about classes and what instructors to take, upcoming projects, class work, writing essays, and what to expect from instructors

**Studying-related**:
• How to study
• Time management issues
• Test taking
• Resources to utilize

**Time Management/Balancing Activities**:
• Balancing academics, work, social activities, and anything else that needs to be done
• Keeping a master schedule that lists activities that occur every week (classes, work, meetings, etc.)
• Setting priorities and major goals that need to be accomplished within the next month, the next few weeks, and the very near future.
• Keeping track of when assignments are due
• Getting organized so supplies and resources can be found when needed

