

Faculty Mentor Duties

The following document illustrates some of the roles that faculty mentors can play, and the differences between programs that will be involved in student mentoring at a basic level (Tier 1.) and more in-depth level (Tier 2.) This is not comprehensive list, nor should mentors assume they will be performing all of the activities in a given Tier. Ultimately a program should articulate a version of what they want to accomplish with their pre-majors given the resources available to them (See the history example).

Recruitment and NSO

<p>Tier 1: Communicate with prospective students interested in program.</p> <p>If faculty are available, serve as a representative at NSO to meet/greet students in discipline face to face and discuss career or transfer options.</p>	<p>Tier 2: Actively work to recruit and onboard student into the program.</p> <p>Provide additional advising within academic program/discipline for initial courses and major expectations.</p> <p>Inform students of program requirements, course sequences and career options.</p>
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Pre-Major Pathways

<p>Tier 1: Serve as pre-major and subject matter expert for program of study.</p> <p>Serve as a point of contact for advisers with students in your pre-major.</p> <p>Assist student with using Alamo GPS to identify degree requirements.</p>	<p>Tier 2: Help student create Pre-Major Pathways</p> <p>Perform 15, 30, and 45 hour degree audits.</p> <p>Assist students to be proactive with their degree plan.</p>
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Career and education Goals and Guidance:

<p>Tier 1: Discuss career possibilities in a field, including possible financial implications of choices at a general level.</p> <p>Discuss personal career experience.</p> <p>Discuss level of education required for specific fields.</p> <p>Assist with identification of goals, and consistently discuss with them their short-term and long-term objectives to progress in their major as well as what they want to accomplish with their degree.</p> <p>Help students determine strengths and interest within a discipline; general discussion based on in depth knowledge of student (case by case basis).</p>	<p>Tier 2: Review career choice based on salary and financial implications of different degrees/transfer institutions.</p> <p>Help with planning of career pathways.</p> <p>Help student identify job opportunities in the field.</p> <p>Discuss expectations for career interviews</p>
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Program/Discipline-specific co-curricular activities:

<p>Tier 1: Identify and explain discipline-specific requirements for practicums, internships and jobs.</p> <p>Educate themselves regarding discipline specific internship and co-curricular activity opportunities.</p> <p>Give out information, promote and refer students to sponsors of co-curricular events.</p> <p>Support student as they use of co-curricular activities to gain knowledge of background, skills set, and time investment in the field.</p>	<p>Tier 2: Monitor the events or engage in co-curricular events/activities.</p> <p>Aid in the design of program/discipline-specific co-curricular activities.</p> <p>Connect student to internship and co-curricular activity opportunities.</p> <p>Organize practicums, and internship opportunities.</p>
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Transfer and Scholarship

<p>Tier 1: Refer students to TRAC</p> <p>Give tips on transfer admissions that are program-specific.</p> <p>Distribute discipline-specific transfer information.</p> <p>Make sure student declares major or transfer intent at or before 30 hours.</p> <p>Offer guidance and identification of four year institutions and programs.</p> <p>Discuss the culture of the academic discipline.</p> <p>Give professional referrals if possible.</p> <p>Provide inform on career- and department- or discipline-specific scholarships.</p> <p>Write letters of recommendation for scholarships, job, or transfer.</p>	<p>Tier 2: Connect student to faculty/network at transfer institution if possible.</p> <p>Assist with transfer application process.</p> <p>Assist with creation of e-portfolio if applicable to the field.</p> <p>Assist with scholarship application essays or media.</p>
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Graduation:

<p>Tier 1: Contact student early to discuss graduation progress and put students in touch with advisors.</p>	<p>Tier 2: Complete application and review department requirements.</p>
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