MTSU Advisor Mentoring Program Guidelines

2020-21 Pilot Year

The establishment of an advisor-mentoring program promotes intercollege collaboration among the advising centers and staff at Middle Tennessee State University for the purposes of encouraging professional development and fostering best practices in advising.

Terms Defined

**Mentoring Program**: Participation in the AMP mentoring program requires a one-year commitment to work with a mentor/mentee in acclimating a new advisor to the advising culture at MTSU, position responsibilities in the advising role, and opportunities for professional growth.

**Mentor**: A person who is currently employed at MTSU as an academic advisor with three (3) or more years of service in the role as an academic advisor and at least one full year at MTSU.

**Mentee**: A person who is currently employed at MTSU as an academic advisor with less than three (3) years of service in the role as an academic advisor.

How do I become a Mentor? or How do I request a Mentor?

Advisors who are interested in becoming a mentor will complete an Advisor-Mentor Questionnaire. Questionnaires will be collected and housed with the MTSU AMP Committee Chair for pairing with prospective mentees. Likewise, mentees will complete an Advisor-Mentee Questionnaire for purposes of pairing with a mentor who is compatible in terms of common interests and professional pursuits. Best practices (obtained from Temple University program) states that the mentor-mentee program works best using the following criteria:

1. Recommendation of advising center manager.
2. Agree to a one-year commitment.
3. Establishment of meeting times/schedule/structure.
4. Evaluation at the end of each term; final evaluation at conclusion of each year (i.e. fall, spring, summer).
5. Signed confidentiality agreement.
6. Understanding that commitment is “closed” at the conclusion of one full year. *

*The mentee/mentor partnership is “closed” at the conclusion of one year. Should the partnership continue upon agreement of the mentor/mentee pair, it is no longer considered “mentee/mentor”, but an evolved professional partnership.

Expectations for AMP points (optional)

Mentor-Mentee pairs agree meet for a minimum of 1-hour per month. Pairs will determine their own schedule and may schedule additional meetings on their own accord with the knowledge that additional time with not increase the point value if/when submitted for AMP points. Pair agrees to provide meeting notes/summary highlighting topics covered. While meeting suggestions are provided for the first three meetings, addressing the questions and concerns for the mentee is the main priority. Meeting notes should *not* include information requested to be kept confidential. **Summary notes will serve as opportunities to identify patterns for training/professional development opportunities.**
Point Value: 2 per semester/6 points per year. Maximum allowance per pair is 6 points.

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<thead>
<tr>
<th>Semester</th>
<th>Deadline for Point Submission</th>
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<tr>
<td>Fall Semester:</td>
<td>December 30</td>
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<tr>
<td>Spring Semester:</td>
<td>April 30</td>
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<td>Summer Term:</td>
<td>August 30</td>
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<td>May, June, July, Aug</td>
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MTSU Academic Advising Mission Statement

The mission of the MTSU academic advising process is to provide a quality, student-centered environment that promotes intellectual growth. This process is dedicated to fostering a collaborative and mentoring relationship among advisors, students and the university community. Students are encouraged to think logically, critically and creatively in order to assume ownership of their lifelong educational goals. Advisors guide students through a variety of support services that enable them to make a successful and holistic transition in the MTSU and global community.

Note: Special thanks to Temple University for sharing advising-mentoring resources in use at Temple University and attendees at “Advising Mentoring Program” AMP workshop held during the fall 2019 semester for purposes of shaping a mentoring program at MTSU.
Advisor Mentoring Program Meeting Suggestions

Prior to initial meeting we encourage conducting a current literature review on “Mentoring Practices” and incorporate any best practices available.

Initial Meeting:

- Introduce yourselves and ask questions to learn more about each other. Initial questionnaires can be provided upon request.
- Communicate your perceptions as your roles as mentor and mentee.
- Identify best times to make contact and preferred contact methods (face-to-face, e-mail, phone, etc.).
- Set mutual goals for the mentoring experience.
- Address any immediate questions/concerns.
- Share MTSU Advising Mission Statement and MTSU Academic Advising Webpage; also share AMP and Advisor Training Webpages
- Talk about “Advising Philosophy”
- Schedule future meetings and topics to cover that may require investigation/research.

Second Meeting:

- Check to see how things are going. Ask about stumbling blocks.
- Have there been surprises? What has been great? What has been challenging? Provide resources and contact information (if needed).
- Discuss the topics outlined for this meeting (set in the initial meeting).
- Provide insight/tips for things like priority registration, CUSTOMS, admissions events, etc.
- Schedule a third meeting if not already scheduled and identify meeting topics to be addressed.
- Mentors, encourage your mentee to contact you with questions/concerns.

Third Meeting:

- Share information about professional organizations as related to advising and encourage participation as appropriate.
- Again, check how things are going and make referrals as needed.
- Ask about “Work-Life Balance” and provide guidance (if necessary).
- Review and discuss items selected for discussion at this meeting.

Continue to set meetings and meeting topics so future meetings will be productive.