

Berry College Academic Transitions First-Year Mentor Policy and Procedure Manual Fall 2024/2025



Office of
Academic Transitions

Mentor Expectations

- Guide students through their transitions between high school to college
- Develop intentional relationships that reflect healthy boundaries
- Ask for help and seek support
- Be a knowledgeable fountain of resources
- Create a positive, safe environment
- Represent your office with integrity, clear communication, and respect
- Review the Office of Academic Transitions Handbook

Mentor Requirements/Responsibilities

- Attend your weekly class sessions
- Attend a bi-weekly mentor meeting at 11 a.m. starting on the 2nd Tuesday (September 3rd) of the semester! Lunch will be included!
- Meet one-on-one with your students at least once during the Fall semester.
 - This does not have to happen in just one week.
- Meet weekly with your instructor for at least 30 minutes!
- Attend outside-of-class events
 - ~~Reading *Just Mercy* by Bryan Stevenson (Summer)~~
 - ~~NV365 Training (Summer)~~
 - August Mentor Training
 - Viking Venture (Service, Book Discussion, etc.)
 - Opening Convocation – August 27th at 11 AM in College Chapel
 - Conson Wilson Lecture - September 16th at 5:15 PM in College Chapel
 - Fall Registration Party for Upcoming Spring Semester
 - Community Building Events
 - First-Year Student Socials
- Hold at least two events during the Spring semester for your students!
 - Examples: Dining Hall Picnic, Game Night, Spring Registration Party, Hike, Formal Photo Meet Up

Bi-Weekly Meetings

- These meetings will serve as a purposeful space where first-year mentors will have the opportunity to...
 - Talk about upcoming lessons
 - Check-in and encourage one another as we work to support first year students
 - Assist you in staying on track as the semester progresses
- Students are **REQUIRED** to attend all meetings unless previously communicated to Kinsey or the SLT.

Instructor/ Meeting Expectations

- Punctuality and Attendance
- Active Participation
 - Actively participate in discussions with instructors.
 - Share updates on your mentoring progress and any challenges.
 - Be open to guidance and feedback from the instructor.
 - Review any relevant materials or notes before the meeting.
 - Come prepared with specific topics or questions to discuss.
- Communication
 - Maintain clear and respectful communication with instructors.
 - Share any concerns or observations about the students.
 - Be prompt in following up on any action items or tasks.
- Professionalism
 - Exhibit professionalism in all interactions with instructors.
 - Respect the instructor's time by staying focused and organized.
 - Maintain a positive and collaborative attitude.
- Support for Instructors
 - Offer assistance in facilitating class sessions or activities.
 - Be proactive in identifying areas where you can support the instructor's goals.
 - Ensure alignment with the instructor's expectations for mentoring.

SLT Office Hours – How to Use

- Use SLT (Student Leadership Team) office hours to seek guidance, clarify doubts, and discuss any challenges you may face. Office hours are an opportunity to get support from experienced mentors or staff in the Office of Academic Transitions.
- Check SLT office hours schedule regularly to find times that work for you. Prioritize attending these sessions, especially if you have specific questions or need feedback.
- Maintain confidentiality regarding any sensitive student information discussed during office hours. Share only what is necessary to get the guidance you need.
 - You are welcome to contact Kinsey directly if your need requires professional staff support.

Dress Code

- If the Provost was to observe your classroom, would you be comfortable with what you have on?

GroupMe

- GroupMe will be the Office of Academic Transitions' direct line of communication for important information such as when important events are required and other work-related information. Please do not mute the AT GroupMe.

Mentor Lesson Plans

- Mentor lesson plans have been rewritten this summer and adjusted to more closely align with the needs of first-year students. Mentors are expected to use some variation of the mentor lesson plans provided. We want to encourage creative freedom and adjust your course to the needs of your actual students while also ensuring purposeful engagement/skills.

Conduct/Disciplinary Policy

- Mentors will be held to the below disciplinary policy. This policy will provide student employees within the Office of Academic Transitions with an opportunity to experience “real world” accountability. This policy will also inform future hiring decisions if a first-year mentor would like to return for the following AY. The disciplinary policy will go as follows...
 - Verbal Warning
 - Grace
 - Written Warning - When you receive a written warning, you as well as the supervisor will be given a copy with both of your signatures.
 - Grace
 - Written Warning with Suspension
 - Grace
 - Termination
- Examples of actions that could result in disciplinary policy action include...
 - Lack of Communication
 - Tardiness
 - Missing Required Events
- If you are subject to any of these actions below, you will automatically receive a written warning with suspension...
 - Physical Fights
 - Harassment
 - Bullying
 - Under Influence of Alcohol or Drugs while providing services related to the Office of Academic Transitions
 - Destruction of Berry Property
 - Slurs/ Harmful comments of any kind
 - Academic Integrity Violation

Kinsey & SLT Contacts

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