CAE Academic Mentoring Referral - Spring 2015-2016

STOP IF YOUR COURSE IS SUPPORTED BY A CAMPUS LEARNING CENTER, YOU MUST APPLY FOR THIS RESOURCE PRIOR TO APPLYING FOR A ONE-ON-ONE ACADEMIC MENTOR.

Section I: Student Agreement --- One-on-One Academic Mentoring
Please read and sign following agreement so that you clearly understand CAE Academic Mentoring guidelines:
I understand that in order to receive the greatest benefit from academic mentoring services, consistent meetings of at least 1 hour per week are required once the academic mentor is assigned.
If an appropriate academic mentor is found, I agree to:

- Contact the academic mentor within 48 hours of receiving his/her name and contact information via phone/email. Please note, that your first meeting must be held within ONE WEEK of assignment.
- Inform Academic Mentoring Coordinator by e-mail (caetutoring@saa.ls.wisc.edu) or phone: (608 263 5068) within one week, if you are unable to get in touch with your assigned academic mentor.
- Maintain 1 hr per week minimum (and 4 hrs per week maximum) meeting policy.
- Contact the academic mentor at least 24 hours in advance if you are unable to keep a scheduled appointment.
- Follow the CAE Academic Mentoring guidelines as outlined in the student-academic mentor contract and CAE Academic Mentoring handout.

Student Warning Policy: Warnings will be issued for failure to adhere to the CAE Academic Mentoring Program guidelines. If any student accrues three warnings, he/she may lose their academic mentoring privileges.

1st warning will come from Academic Mentoring Program Coordinator Aygul Hoffman or Instructional Support Specialist Bob Wiedenhoeft. The student will receive the first warning email from Aygul or Bob with a 24-hour contact notice.

2nd warning will come from the student’s Advisor/Dean. Your Advisor/Dean has the option of having a one-on-one meeting to discuss the behavior.

3rd warning will require the student to make an appointment with the Academic Mentoring Coordinator to talk about the issue. Termination of academic mentoring services may follow.

I understand that by signing this form I commit to meeting with my academic mentor on a weekly basis until the end of the semester and follow all CAE Academic Mentoring guidelines. If I fail to follow these guidelines, I understand that I will lose my academic mentoring privileges for the remainder of the semester, and I forfeit my privilege to request future academic mentors for that semester.

Signature Date

Section II: General Information
Please fill in the following information with your Advisor/Dean

Student Name: ___________________________ Student ID #: ___________________

Email Address: ___________________________ Phone: ______________________

Year in College (circle one): 1 2 3 4+ Advisor/Dean: ______________________

Support Needed for: Course Name & Number: ___________________ Lecture Number: ____________

Professor: ___________________________ TA: ______________________________

Hours of Support Needed per Week (please circle): 1 hr 2-3 hrs. 4 hrs a week

Current Grade in Class (please circle): A AB B BC C D or below N/A or Don’t Know

Advisor/Dean Signature (Required): _______________________________________

Academic Mentoring Staff (Coordinator or Specialist) Signature (Required): __________________________
Please fill out the short survey before submitting the form. This survey will help us meet your needs.

1. Check one or more of the following reasons you are taking this course:
   - This course is required for my major
   - This course is a prerequisite for my major
   - This course is required for pre-med track
   - This course is required for pre-professional track (other than pre-med)
   - This course satisfies a General Education requirement
   - Other ________________________________

2. What grade do you hope to receive in this course with the assistance of academic mentor:
   - A
   - AB
   - B
   - BC
   - C
   - D or below

3. I believe that I will learn more from this course if I put in more work and effort:
   - (disagree) 1 2 3 4 5 (agree)

4. There are many academic support resources that exist at UW-Madison. Please check if you have utilized or currently utilize the resources listed below:

<table>
<thead>
<tr>
<th>CAE Peer Learning Groups</th>
<th>This Semester</th>
<th>Past Semesters</th>
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<tbody>
<tr>
<td>Business Learning Center (BLC)</td>
<td>Nursing Learning Center (NLC)</td>
<td></td>
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<tr>
<td>Chemistry Learning Center (CLC)</td>
<td>Peer Learning Association (PLA)</td>
<td></td>
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<tr>
<td>College of Engineering (ULC)</td>
<td>Physics Learning Center (PLC)</td>
<td></td>
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<tr>
<td>Edgerton, Larry (writing)</td>
<td>Statistics Tutorial</td>
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<td>GUTS</td>
<td>UW Housing</td>
<td></td>
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<tr>
<td>Math Lab</td>
<td>Writing Center</td>
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<tr>
<td>Math Tutorial Program</td>
<td>Other:</td>
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If you are receiving assistance through the campus tutoring services listed above, please indicate how one-on-one academic mentor can help you: ____________________________________________________________

If you are NOT receiving assistance through the campus tutoring services listed above, please indicate why you are not receiving assistance and how academic mentor can help you:

_____ My course is not supported by any of the above.

_____ Other: ____________________________________________________________________________________

5. What do you think you will need academic mentor assistance with the most?

__________________________________________________________________________________________

6. Please indicate the hours you are NOT available during the week. This will help us match you with the academic mentor and with other students that might be requesting academic mentor in the same course/same section:

<table>
<thead>
<tr>
<th></th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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<tr>
<td>7am - 12pm</td>
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7. What are the barriers/challenges that exist for you to utilize tutoring services?

__________________________________________________________________________________________

8. What comments and/or suggestions do you have for Academic Mentoring staff?

__________________________________________________________________________________________

Please note Academic Mentoring Staff Office Hours starting the first week of class. Please make an appointment by calling CAE front desk at 608-263-5068 or email at caetutoring@saa.ls.wisc.edu if unable to visit during these hours.

Mon (Aygul) 1-3PM       Wed (Bob) 10AM -12PM