Center for Academic Excellence Academic Mentoring

CAE Student/Academic Mentor Contract

Academic Mentoring is a strategy to strengthen a learner’s study skills and promote independent learning. Academic Mentoring builds confidence, teaches new strategies for grappling with content, and helps to refine a student’s thinking process. Academic Mentoring must take place consistently for any benefit; therefore, it is the policy of the CAE Academic Mentoring Program requires that students MUST meet with their academic mentor at least one hour per week for the entirety of the semester once they are assigned.

Academic Mentoring is not teaching. Teaching is focused on the subject matter while academic mentoring is focused on the learner. Academic mentoring is not a substitute for homework or for attending class.

The Academic Mentor agrees to and is responsible for the following:

1. I will be prepared for academic mentoring sessions and will arrive on time.
2. I must contact the student 24 hours in advance if I must cancel an appointment.
3. I will give my total attention to the student during the academic mentoring session.
4. I may contact the student’s instructor for input if needed.
5. My ultimate goal in academic mentoring is to foster independent learning.
6. Each student is allowed between 2–4 hours of academic mentoring per week, but must meet at least one hour per week. *If more than four hours per week is needed, please contact the CAE Academic Mentoring Coordinator: caetutoring@saa.ls.wisc.edu

___________________________________________                      ______
Academic Mentor Name & Signature                          Date

The Student agrees to and is responsible for the following:

1. I will attend class regularly.
2. I will read the material before the academic mentoring session and attempt the assignments. I will come prepared to my session.
3. I will bring all the necessary materials (i.e. homework assignments, lecture notes, textbooks, etc.) to the academic mentoring session.
4. I will arrive on time for academic mentoring sessions.
5. I will contact my academic mentor 24 hours in advance if I must cancel the session. It is my responsibility to arrange another time to meet with my academic mentor to make up for the cancelled session.
6. I will not expect the academic mentor to do my assignments or help with take home tests and quizzes. I will not expect my academic mentor know all the answers.
7. I will silence my phone and will not text or speak on the phone during my academic mentoring sessions.
8. Per my academic mentor’s request, I will email the questions I’d like to cover during the academic mentoring session at least 24 hours in advance.
9. I am allowed between 2–4 hours of academic mentoring per week, but must meet with my academic mentor at least one hour per week. *If more than four hours per week is needed please have your academic mentor request for more time.
10. I understand that ultimately is it my responsibility to be a successful student and academic mentoring can help me reach that goal.

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1st warning will come from the Academic Mentoring Program Coordinator. The student will receive a warning email from Aygul Hoffman with a 24 hour contact notice.

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

3rd warning: the student will be asked to make an appointment with Aygul Hoffman to talk about the issue. Termination of academic mentoring services may follow.

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Student Name and Signature                          Date