

## **Best Practices for Working with Your Peer Mentor (PM)**

1. Prior to the start of the semester, connect with your PMs to discuss roles, expectations, concerns, and set goals. What is it that you would like to achieve? Ask your peer mentor what it is that they would like to achieve and try to include them when planning.
2. Meet with your PM once a week to see how things are going with them and their interactions with students (We have budgeted 30 minutes of paid time for this purpose). Your role as a mentor to them helps build their confidence and strengthen their leadership and communication skills.
3. Consider giving the PM regular time (e.g., 5 minutes) with the class to make any announcements regarding upcoming events or campus resources that the students may find beneficial at the time. They may also provide an icebreaker or lesson warm up.
5. Arrange for your PMs to receive books you are assigning in your class. You may wish to order desk copies from the publisher to facilitate this.
6. If mentors are not comfortable sharing their personal phone number, they can sign up for a free Google Voice account: <https://voice.google.com/about>

Here are some things that you can expect from your peer mentor:

- PMs are expected to attend every class, unless otherwise arranged.
- Office Hours: PM should arrange a set day (or two) and time to meet with students in the Library for two hours each week and convey this information to the class. They may use this time to meet 1:1 with students, send emails to students “checking-in,” or work on icebreakers, warm-ups, activities, etc.
- Including the peer mentor’s name, contact information, and “office hours” in Blackboard is helpful. Include an “about me” section or allow the peer mentor to introduce themselves on the first day or via email.
- Peer mentors may ask questions in class that other students might be afraid to ask -- to stimulate discussion and model being a good student.
- Peer mentors can help students better understand assignments, lead group discussions, etc. (see PMP manual pages 6-8 for additional tasks).

**Please note that Peer Mentors are not permitted to grade.**

Remember: PMs are hired to work with students and to contribute to your classes. While they may assist you with various tasks, their main purpose is to support students directly.

If you experience tension or difficulty while working with a peer mentor, arrange a conference to express your concerns and to hear the concerns of your peer mentor. Typically, a friendly chat will help clarify roles and clear the air; however, we are happy to work with you to address any problems that may arise.

**Thank you for your work with the Peer Mentoring Program at AUM. You are making a valuable contribution to the university and our students.**