



MENTOR  
RESOURCES



# MENTOR RESPONSIBILITIES

**UT Promise scholarship recipients will be required to meet with their mentor each semester to maintain eligibility.** We

recommend meeting in September, October and November in the fall and February, March and April in the spring. Students do not have to complete mentoring requirements for summer enrollment.

The UT Promise Team provides resources for mentors that include conversations starters/ topics, discussion questions and additional resources.

## IMPORTANT



To report that you met with your UT Promise mentee(s), check off the meeting goals in the Mentor Platform, visit [tennessee.edu/ut-promise/mentors](https://tennessee.edu/ut-promise/mentors).

Fall goals **MUST** be **completed by December 1** and spring goals **MUST** be **completed by June 1**.

## What does not count as mentorship?

An advising appointment to review course registration

A meeting with an academic coach to learn time management skills

A peer tutoring session focused on academic content mastery

A meeting with a faculty member about a recent exam

## What counts as mentorship?

Ongoing, personal interaction with an advisor beyond course selection

Ongoing, personal interaction with an academic coach beyond skill development

Ongoing, personal interaction with a peer to receive broader guidance and role modeling

Ongoing, personal interaction with a faculty member to receive personal and professional guidance

**UT Promise will provide a mentor resources that have conversation topics and discussion questions to guide meetings with your mentee. For each month, we recommend that mentors do the following:**



**1** Set up a time to meet with your student.



**2** Review the discussion guides and resources in the toolkit.



**3** Video chat or meet with your student in person.



**4** Report all mentorship meetings by submitting the "Report a Mentor Meeting" form.\*

## IMPORTANT



Even if you meet with your mentee in person, you will still be asked to report that you completed a meeting online at [tennessee.edu/ut-promise/mentors](https://tennessee.edu/ut-promise/mentors). Failure to report these meetings could result in the loss of your student's scholarship, so please be diligent about verifying meetings.

\* We encourage students to complete this form throughout the semester for each mentor meeting completed. When you submit a mentor meeting, your mentor will be prompted to confirm the interaction. Once they confirm, your mentor meeting will be recorded. UT Promise mentor meetings must be submitted within 30 days of the meeting.

**In addition to completing the meetings each semester with their mentor...**



**Mentors should also connect with their student when:**


- A UT Promise deadline is approaching.
- They have resources or opportunities that would assist the student.
- They know the student had a completed a test, interview, or something they were nervous or excited about.
- They wish to check in with the student to build a more meaningful relationship.

**Students should also connect with their mentor when:**

- They have a question.
- The mentor asks a question of them via email or text message.
- The student is excited/nervous/worried about a college experience.
- The student accomplishes a goal and wishes to share with their mentor!

Mentors and students can also create their own goals to complete together or individually.

### **MENTOR EXPECTATIONS**

- 
- Provide meaningful, supportive interactions and assist students in setting goals
  - Be available to your student
  - Help students find ways to be motivated
  - Provide personal and professional enrichment opportunities for students
  - Reach out to mentee during encouraged check-points
  - Update UT Promise if there are any problems or concerns



# TIPS AND TRICKS

## CONNECT WITH YOUR STUDENT

### **Share your own life experiences**

- You may be matched with students with similar identities, so we encourage you to be open about your own life experiences when appropriate in order to make the student feel like they are not alone.

### **Find common interests**

- Ask questions to determine what you have in common (like basketball, geography, music, a favorite TV show, etc.) and then enjoy sharing your passion for it with each other.
- Show interest in the student's personal life and well-being to foster deeper discussions.
- Make note of items the student mentions in your meeting and follow up on them with a text or bring them up the next time you meet.

## COMMUNICATE EFFECTIVELY

### **Ask open-ended questions**

- Open questions encourage the student to continually talk without asking for specific information: What courses have been your favorites? What made them interesting? What have you enjoyed about community service? How do you plan to get involved?

### **Practice active listening and demonstrate empathy**

- Focus on the student, ask clarifying questions and validate the student's communication. Show attentiveness and communicate care and concern through your nonverbal and verbal cues.

### **Don't be afraid of silence**

- Allow the student time to think about the questions you are asking and reflect on their own experiences.

## SET CLEAR EXPECTATIONS AND BOUNDARIES

### **Establish communication guidelines**

- Consider appropriate means and times for communicating. Is email, call or text better? Can your student reach out after 10 p.m.? Set mutually beneficial guidelines early on.

### **Discuss the expectations for mentor/mentee meetings**

- Do you have a preference on how often you meet or how you meet (in-person, video chat or phone call)? Who will be responsible for reaching out to set up meetings? Discuss and decide these things together.\*

### **Respect each other**

- Discuss attitudes and behaviors that demonstrate respect, such as showing up on time for meetings or not going beyond the allotted meeting time. You might encourage each other to always respond to email or texts, even with a simple thank you, so you know the communication was received and so you both stay engaged.



# MENTOR TIPS

College can be a challenging time as students face many pressures. Below are some of the more common challenges your students may be facing and how to help them:



## TIME MANAGEMENT

In high school, students' day-to-day schedules are determined by others. As college students, they are able to determine a schedule of their own. Being able to plan each day and schedule time for studying and social activities is critical to having a successful college experience.

Encourage students to use a planner. Learning how to manage time for school and social life is a necessary tool that will be useful through graduation and beyond.



## STRESS

Not only is college more academically challenging, but there is also stress that comes from learning how to navigate new life experiences.

Consider encouraging students to intentionally relieve stress through activities like exercising or listening to music, and share how you manage stress in your life.



## FINANCES

Many students in college have the opportunity to manage their own money for the first time. A lack of financial planning can result in challenges for students. Advise students to make a budget to keep track of their expenses and savings.

Direct them to college counselors that may be able to offer financial advice or even financial planning courses.



## RESOURCES

Often, students are unaware of the many resources that are available to them on campus. Encourage students to take advantage of resources such as tutoring centers, counseling services and advising offices.

Let them know seeking help is a wise step that will help them succeed.



# MENTOR FAQS

## How to get connected with a mentor?

The System UT Promise Team and designated UT Promise staff members help students connect with a mentor. In some cases, students may also be able to identify their own mentor.

## How to fulfill your commitment to mentorship?

While mentorship programming may vary by campus, all UT Promise students—regardless of location—are required to demonstrate mentorship engagement each semester to maintain eligibility. To meet this systemwide requirement, students must report mentor meetings each semester. We strongly encourage students to meet with their mentors frequently and report each meeting. A recommended cadence might look like this:

An initial meeting for relationship-building and goal setting

A mid-semester check-in to address progress and challenges

An end-of-semester reflection and planning session

Students who do not report any mentor meeting become ineligible for UT Promise.

## Where to report mentor meetings?

Report all mentorship meetings by submitting the “Report a Mentor Meeting” form. We encourage students to complete this form throughout the semester for each mentor meeting completed. When you submit a mentor meeting, your mentor will be prompted to confirm the interaction. Once they confirm, your mentor meeting will be recorded. UT Promise mentor meetings must be submitted within 30 days of the meeting.

## Am I allowed to give a student a ride?

UT Promise discourages mentors from transporting students to and from locations.

## What if I do not hear from my students after I contact them?

Students will be required to meet with their mentor to maintain their scholarship. Students may prefer to communicate via text message to set up your scheduled meetings. If you have not tried sending them a text message, do so! If this does not work, please let UT Promise know and we will attempt to help facilitate a conversation.

## Does a student lose their scholarship if they do not participate in mentoring?

Yes. Participation in the mentoring program is a mandatory requirement to maintain UT Promise. Students will be required to meet with their mentor three times a semester to maintain their eligibility. They will not be required to do beyond the required check points; however, we do encourage you to contact your students more than the required communication to build a strong, supportive relationship.

## What if the parents of my students are not engaged in the college experience?

Many of our students are the first in their families to attend college and sometimes parents are not aware of the steps and experiences involved when attending a postsecondary institution. This is the reason the students need you! You serve as an individual who can walk with students through this important process.

## As a faculty or staff member volunteering to mentor, must I still report to Title IX?

Yes, faculty and staff are still mandatory reporters while serving in this volunteer role.



# MENTOR CHECKLIST

RECEIVE MENTOR/STUDENT MATCH EMAIL	<input type="checkbox"/>
CONNECT WITH STUDENT AND SCHEDULE FIRST MEETING	<input type="checkbox"/>
MEET WITH STUDENT IN SEPTEMBER	<input type="checkbox"/>
MEET WITH STUDENT IN OCTOBER	<input type="checkbox"/>
MEET WITH STUDENT IN NOVEMBER	<input type="checkbox"/>
ENSURE ALL FALL MENTOR MEETINGS HAVE BEEN REPORTED	<input type="checkbox"/>
MEET WITH STUDENT IN FEBRUARY	<input type="checkbox"/>
MEET WITH STUDENT IN MARCH	<input type="checkbox"/>
MEET WITH STUDENT IN APRIL	<input type="checkbox"/>
ENSURE ALL SPRING MENTOR MEETINGS HAVE BEEN REPORTED	<input type="checkbox"/>