



LIBRARY, INFORMATION, AND TECHNOLOGY SERVICES
TECHNOLOGY MENTOR PROGRAM
MENTOR EXPECTATIONS WORKSHEET

Course:

Faculty:

LITS Liaison:

Mentor:

This worksheet is intended to be a tool to facilitate planning discussions between the technology mentor, the LITS Liaison and faculty member. It is intended simply to be a guide, please do not feel you need to limit yourselves to what is covered below, in fact LITS explicitly hopes that you will use this discussion time as an opportunity to *brainstorm* innovative ways that you may work together! After you have met and believe you have a good sense of your mutual expectations, please do write your thoughts on this worksheet -- it's always helpful to articulate something in writing and it will be valuable for future reference. Please forward a completed copy to the Program Coordinator, Julie Habjan Boisselle.

- **How many class meetings will the mentor be expected to attend? What will be her role?**

- **How much will she be expected to participate in class? Will she need to do class readings as part of her work? (if so, faculty will need to arrange for access to readings)**

- **What skill sets will be required of the mentor? Will the liaison need to arrange for training?**

- **What technology will be required (hardware *and* software) to support the course? Related, what plans will the liaison need to make to ensure that appropriate equipment will be available when needed?**

- **How often will the mentor be expected to meet with students outside of class? (ex: drop-in support hours, training workshops, etc.) When? Where?**

- **When will each of you meet? At minimum, biweekly meetings between mentors, faculty and liaisons are recommended.**

- **List below all assignments or events for which the mentor will assist:**

- **Concerns that need to be considered:**

- **Additional brainstorm, ideas for further exploration:**

- **Checklist:**
 - ___ syllabus
 - ___ reading list
 - ___ related assignments
 - ___ weekly schedule, including class attendance, check-in meetings, timelines for projects, expectations about work responsibilities during campus break or end-of-semester etc.