



The Weissman Center for Leadership and the Liberal Arts
The Speaking, Arguing, and Writing Program
122 Porter Hall

Faculty/Mentor Expectation Sheet – Spring 2008

Course: _____ Sem/Year: _____/_____

Professor: _____ Mentor: _____

Professor and Mentor: Please arrange a meeting together to discuss your ideas, goals, and expectations for the semester. Please note that SAW mentors are able to work a maximum of 10 hours each week and that unused hours do not carry over to other weeks of the term. Use this form to assist you in your planning conversations and to document your agreements. Please keep a copy for your records and return the original to the SAW Office, 122 Porter Hall.

Mentor's Responsibilities:

Attendance and Preparation

The mentor will:

- _____ attend all class meetings and/or labs.
- _____ not be expected to attend regularly but will visit the class periodically.
- _____ be expected to read all class materials so as to better assist students.

In-Class Participation (including preparation time)

The mentor will participate in class meetings by:

- _____ taking part in discussion with class members.
- _____ leading small group discussions.
- _____ facilitating discussion with entire class.
- _____ giving a workshop during class on writing/speaking expectations.
- _____ being present so the students may get to know her but not participating in discussions.
- _____ other (describe)_____

Total Estimated Hours per Semester for Class Participation: _____

Writing Assistance

The mentor will offer writing assistance to the students by:

- _____ meeting with each student in the class for paper consultation.
- _____ reviewing papers after the professor has written his/her comments and adding suggestions, examples, and appropriate handouts.
- _____ reviewing papers online (Ella or other) and offering suggestions.
- _____ offering outside-of-class workshops on writing.
- _____ holding peer-mentoring small-group sessions with class members.
- _____ other (describe) _____

Total Estimated Hours per Semester for Writing Assistance _____

Speaking Assistance

The mentor will offer speaking assistance to the student by:

- _____ meeting with each student in the class for a speech consultation/video practice session.
- _____ reviewing the speech after the professor has done so and providing additional comments.
- _____ offering outside-of-class workshops on speaking.
- _____ holding peer-mentoring small-group sessions with students.
- _____ other (describe) _____

Total Estimated Hours per Semester for Speaking Assistance _____

Communication with Professor

The mentor will:

- _____ meet with the Professor regularly (indicate recurring meeting day/time: _____) to discuss what is going well and possible improvements.
- _____ meet with the Professor periodically to discuss what is going well and possible improvements.
- _____ provide the Professor with written responses about sessions with students.
- _____ attend Faculty/Mentor Check-In hosted by the SAW Program on March 12th at 12:30pm in the Library Room 418 (recommended).
- _____ other (describe) _____

Total Estimated Hours per Semester for Check-ins _____

Ongoing Education for SAW Mentor

_____ The mentor will attend four 1-hour development sessions with her small group, at least two 1-hour enrichment workshops, and one or two other SAW gatherings per semester.

Total Estimated Hours per Semester for Ongoing Education: 6-8

Total Estimated Hours per Semester for Mentoring this Course: _____

Professor's Responsibilities:

The Professor will:

_____ meet with the mentor regularly (indicate recurring meeting day/time: _____) to discuss what is going well and possible improvements.

_____ meet with the mentor periodically to discuss what is going well and possible improvements.

_____ provide the mentor with periodic written feedback regarding her work for the course.

_____ attend Faculty/Mentor Check-In hosted by the SAW Program on March 12th at 12:30pm in the Library Room 418 (recommended).

_____ other (describe) _____

List below any additional mutual expectations not accounted for above. Also indicate any other concerns or needs for which the SAW Coordinator might provide guidance:

Professor's signature

Mentor's signature