Bakersfield College

Making it Happen (MIH) Mentor Contract

Mentor Name: __________________________

Email Address: __________________________

Office Number ____________ Emergency number ______________

Semester and Year of attendance: Fall Spring Year ________

Number of Mentees ________

Bakersfield College faculty and staff commit to the following practices as a MIH Mentor:

1. Attend training sessions, social events with mentees/mentors, such as the Convocation ceremony and end-of-year event associated with CalSOAP/MIH.
2. Encourage mentees to maintain a full-time status and to complete a comprehensive SEP by week 8.
3. Check mentees’ HOM semester calendars to assure that they have completed one with the due dates each semester.
4. Encourage student accountability and engagement (ex. attendance, support services, financial aid).
5. Deliver and collect the student progress cards to ensure progress reports are completed and follow up on the completion of interventions.
6. Commit to meet with each mentee individually at least two times each semester and with your mentee group of mentees at least once each semester.
7. Involve program coordinator in issues beyond faculty purview.
8. Initiate a SARS alert report when warranted, respond when a SARS alert identifies a particular mentee need and keep records of student contacts in SARS.
9. Commit to drafting qualitative reports on each mentee.
10. Facilitate the use of Habits of the Mind (HOM) resources by being familiar with the resources and helping my mentees access them.

I am willing to commit my time, dedicate my effort towards my mentees’ academic success, and I agree to use and share Bakersfield College campus resources. I understand that by signing this agreement I am committed to a certain level of performance.

___________________________________________________________________________________

Mentor Signature                        Date