I, __________________________________, agree to comply with the following Student Support Services mentoring regulations:

GENERAL RESPONSIBILITIES
1. Attend all Mentor Training Sessions.
2. Read and utilize the Mentor Handbook.
3. Maintain professional conduct at all times as outlined in the Mentor Handbook.
4. Fill out on a daily basis the time sheet and all other required paperwork.
5. Perform other duties assigned by the Mentor Coordinator.
6. Not do the mentee’s homework or assist him or her with any take home tests or quizzes.
7. Refer any student complaints immediately to the Mentor Coordinator.

SPECIFIC RESPONSIBILITIES
Attend every mentoring session on time and agree that:

1. Mentors will be paid for actual time they mentor a student. Mentors will also be paid for attending mentor trainings and meetings, for the first fifteen minutes if a student is a no-show, and for performing other duties as assigned by the Mentor Coordinator.

2. Two tardies result in a conference with the Mentor Coordinator.

3. Lateness, excessive cancellations or absences, and any other issues will be addressed in a conference with the Mentor Coordinator. A second conference can result in termination.

4. Any breach of confidentiality will result in termination.

5. At least two weeks notice will be given prior to resigning your mentoring position via a resignation letter to the Mentor Coordinator.

I have read the above statements and understand my responsibilities as a Student Support Services mentor.

__________________________________   ______________________
Mentor’s Signature                  Date

________________________________________   __________________________
Supervisor’s Signature                   Date

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