



This document outlines the expectations for the FYP mentor position. By becoming an FYP mentor, you are agreeing to fulfill the requirements described below, as well as to fulfill the mission and core values of Colorado College and the Office of Academic Programs (OAP). Please read this document carefully and direct any questions you may have to the OAP staff.

APPOINTMENT

FYP mentors are employees of the Office of Academic Programs, with an expectation that the appointment continues for two semesters (or one semester if the FYP mentor is a Winter Start mentor). As an employee, your appointment may be discontinued at the discretion of the OAP Director. Appointments may be renewable upon the mutual consent of the student and the OAP. Reappointment as an FYP mentor for a subsequent year is not guaranteed.

MENTOR TRAINING AND DEVELOPMENT

The OAP is committed to the ongoing training and development of the FYP mentors. Mentors are required to attend all training sessions and team meetings throughout the academic year unless excused in advance by OAP staff. **FYP Mentor training is mandatory, and students may not be mentors without full participation in mentor training. Please note that some training dates overlap with NSO/WSO.**

All Fall Start mentors must:

- Attend a welcome dinner at 5pm on the Sunday before NSO
- Be present during the Common Read speaker and book discussion on the following Monday
- Participate fully in one of two assigned training options during NSO
- Attend regular meetings throughout the year with other mentors and the Mentor Program Coordinator

Please note that due to that precise dates may not be available until CC announces the NSO schedule. The OAP will keep you updated once full dates for the above are released.

All Winter Start (WS) mentors must:

- Attend a welcome event
- Be present during the WSO Common Read speaker and book discussion
- WS mentors must also attend a training during WSO

COMPENSATION

FYP Fall Start mentors are paid hourly at the Step II student employee rate. Mentors work approximately 10 hours per block for the duration of the academic year.

SCHEDULE OF HOURS AND ABSENCE FROM CAMPUS

This position is a full year (8 block) position, and FYP mentors are expected to attend all team meetings, complete mentor reports, and be generally responsive to the Office of Academic Programs over the entire course of the year. In addition, FYP responsibilities should be considered a priority, only behind academic commitments. Any extended time away from campus (including blocks abroad) must be approved by the OAP staff before accepting the position.

Additional paid employment is permitted; however FYP mentor responsibilities cannot be neglected or adversely affected by other employment.

All Mentors are required to be in good standing with the College, including maintaining a minimum GPA of 2.75. Mentors are also role models on campus. Violations of law, the Honor Code, the Student Code of Conduct or other CC policies and standards will be reviewed by the OAP staff and may result in termination from employment.

ACCEPTANCE OF TERMS OF APPOINTMENT

I have read and understand the information contained in this document and agree to fulfill the responsibilities outlined in the Mentor position description and "Terms of Appointment."

_____ I accept the appointment as an FYP mentor. I agree to abide by the terms and conditions of the appointment as outlined in this document. I understand that these expectations apply from the time of appointment through my tenure in the position. The dates of appointment are from the first day of the selected training option through the end of Block 8.

_____ I decline this offer of appointment.

Printed name: _____

Signature: _____

Date: _____