



2018-2019

## Mentor Role and Responsibilities

The role of the mentor is to assist a scholar in acquiring the skills to become an effective practitioner. Specifically, mentors perform roles in four key categories.

- ✚ **Coach**—they show their scholar how to carry out tasks or activities.
- ✚ **Facilitate**—they create opportunities for their scholar to use new skills.
- ✚ **Counsel**—they help their scholar explore the consequences of potential decisions.
- ✚ **Network**—they refer their scholar to other when the mentor's experience is insufficient.

Success is more about attitude than it is about skill. Mentors want their scholar to become successful. Here are some guidelines that might be useful in helping mentors to aid their scholars during the process.

- ✚ **Encourage and believe in one's scholars.** Research indicates that encouragement is one of the most important mentoring skills. Scholars value and remember encouragement from their mentors more than other help.
- ✚ **Give additional positive reinforcement.** Mentors should tell their scholars when they are doing something well. Reminding scholars what they do well helps their confidence and self-esteem to grow.
- ✚ **Build upon successes.** Mentors should give their scholars challenging assignments that have a fairly high probability of success. When scholars are successful in accomplishing the tasks or projects, build upon that success. Help them choose more challenging assignment.
- ✚ **Meet with scholars at least one hour per month.** Commit sufficient time, one hour or more per month, to meet with your scholars. *As a mentor, if you are not receiving communications with your scholars, please contact the Program Coordinator.*
- ✚ **Negotiate specific goals for mentor/scholar relationship.** Assist scholars in developing their goals and activities. Also, support activities and projects to ensure the attainment of goals. *Scholars are provided with a Mentor/Scholar Verification Sheet to be signed by both scholars and mentors during monthly meetings.*
- ✚ **Hold your scholars accountable.** Accountability is about delivering on a commitment. It's responsibility to an outcome, not just a set of tasks. It's taking initiative with thoughtful, strategic follow-through.
- ✚ **Develop a schedule.** Mentors and scholars need to have reasonable expectations for their frequency of meetings. It's important to establish acceptable alternative means of communication (e.g., email and phone calls) and the boundaries of the communication. It is useful to discuss the kinds of issues that require face-to-face meeting and the kinds that can be dealt with in other ways.