Office of New Student Programs/Transfer Connections  
2013/2014 Transfer Connections Mentor Contract

Expectations, Responsibilities, Duties, and Professional Standards

Transfer Connection Mentors (TCMs) are expected to provide direction and guidance to Mentorship groups. Critical to that success is to work collaboratively and respectfully with all other Mentors, as well as ONSP staff. TCMs are expected to exhibit maturity of judgment, objectivity and integrity, and a willingness to follow prescribed objectives.

Transfer Connection Mentors must continually demonstrate respect, dignity, and courtesy at all times. TCMs are expected to represent and share the best of Michigan with their Transfer Connections Mentees. Michigan is an institution which values diversity of thought and background, seeks to create a better world for all, and strives to be welcoming and inclusive of everyone with consideration for all identities including but not limited to race, ethnicity, gender, sexual orientation, disability, religion or veteran status.

Transfer Connection Mentors are expected to maintain professional and appropriate relationships with Mentees, other TCMs, Faculty/Staff, and ONSP staff during the program. TCMs must avoid even the appearance of a romantic and/or sexual relationship with Mentees. A romantic and/or sexual relationship between TCMs and program participants is inappropriate and inconsistent with the nature of the Transfer Mentor position. In addition, the legal drinking age in Michigan is 21. TCMs should not pressure or encourage fellow Mentors or Mentees to exercise poor judgment regarding alcohol and other drugs. Such relationships/activities are grounds for immediate removal from Transfer Connections.

Transfer Connection Mentors are required to attend Fall and Winter training. During the summer, TCMs are expected to contact their Mentees at least once before classes begin in the fall. TCMs are also required to attend mandatory monthly staff meetings during the fall term. At meetings, TCMs are expected to turn in monthly progress reports regarding their Mentorship group’s communications and activities. TCMs are responsible for leading the planning of at least one educational and one social program per month for the program. TCMs are to meet individually, at least monthly, with the members of their Mentorship group, and communicate with them at least twice per month via planned activities, telephone or email. TCMs are expected to work at least 8 hours per week in the ONSP office. Scheduled office time can be used for meeting mentees outside of the office, however. TCMs are expected to be on time for their scheduled shifts and use office time productively to further the Transfer Connections program. Failure to notify Mentorship staff of any expected absences will be cause for removal from the TCM position. All TCMs must be enrolled in classes during the 2012/2013 Academic year.

I, ____________________, agree to meet and abide by the terms and expectations of this contract and understand that failure to do so may result in release from the Transfer Mentor position.

Signature
Date