

Community Mentor Program Expectations

A. Investment of time in the Community Mentor Program

- Meet at least four times throughout the academic year.
- **Academics and health come first. Email the Student Engagement Coordinator if an extreme circumstance prevents you from completing at least four meetings.**

B. Students

- Abide by all applicable FVCC polices.
- Act with integrity by responding to all correspondence (i.e., telephone calls, email or letters) in a timely manner, ideally within 5 business days.
- Maintain a career/academic-focused relationship with your mentor, avoiding all situations that could be perceived as unprofessional or improper.
 - **To this end, all meetings will be held in a public space.**
- Communicate honestly but respectfully with your mentor.
- Notify your mentor if you are unable to maintain a commitment.
- Provide timely feedback to FVCC staff about the program, participants and experiences.
- Report to the Student Engagement Coordinator any misconduct, criminal activity or other concerns that arise during the course of your participation in the program.
- Be in good academic standing.

C. Mentors

- Maintain a career/academic-focused relationship with student participants, avoiding all situations that could be perceived as unprofessional or improper.
 - **To this end, all meetings will be held in a public space.**
- Communicate honestly but respectfully with your student.
- Notify your student if you are unable to maintain a commitment.
- Provide timely feedback to FVCC staff about the program, participants and your experiences.
- Report to the Student Engagement Coordinator any misconduct, criminal activity or other concerns arise during the course of your participation in the program.

D. Be Respectful:

- **Of Time:** Be respectful of the mentor, students, and FVCC's staff's time.
- **In attitude:** If you have an issue with the mentor or the student, express your concern in private with the Student Engagement Coordinator. The Student Engagement Coordinator will address the issue as needed and determine a course of action.

I have read the above information and understand what is expected of me as a participant of the Community Mentor Program.

Student Name: _____

Student Signature: _____

Date: _____

Mentor Name: _____

Mentor Signature: _____

Date: _____

Please submit to the Student Engagement Office in BH 155, or student-engagement@fvcc.edu.