Guidebook

Program Information
Peer Mentors
Mentees
Resources

SCHOLAR
Peer Mentor Program

FERRIS STATE UNIVERSITY
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We are pleased that you have decided to join the Ferris State University—Peer Mentor Program team. This program is made available to freshmen students with the support from University College.

College is a big step for many young adults and the University College, SCHOLAR (Socio-Cultural Holistic Learning and Retention) Program has developed a Peer Mentor Program to assist first-year students in their academic success. We know that students who participate in a quality mentor program, such as the one available to you, are more prepared academically and socially for challenges you face during your first year of college.

We offer a variety of events and workshops designed to promote and strengthen the relationship between the mentor and mentee. We know that mentors make a difference! They can be a very important resource. They have experience at Ferris State University and are familiar with its opportunities. Students who participated in the Mentor Program in previous years highly recommend this program to future first-semester students.

Mentors and mentees will meet at the Peer Mentor Program “Kick-Off” and begin a semester of sharing, fun, and awareness. During your mentor experience, we hope to make your college experience exciting, fulfilling, and successful. By the end of the semester, we hope participants will establish a sense of accomplishment. You will have made a difference in someone’s life. Thank you and welcome to the “Peer Mentor Team.”

Sincerely,

Karen GreenBay, Coordinator
SCHOLAR—Peer Mentor Program
Ferris State University
University College
greenbak@ferris.edu
General

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INTRODUCTION

The purpose of the Peer Mentor Program Guidebook is to describe the related activities and services offered by Ferris State University to students who participate in the SCHOLAR Peer Mentor Program. Students enrolled at Ferris State University are eligible to participate in the program. Those who wish to participate are advised to contact the SCHOLAR Coordinator who is located in Arts and Science Commons, Room #1027, by telephone at (231) 591-5034 or via email at greenbak@ferris.edu.

FERRIS STATE UNIVERSITY
MISSION STATEMENT

Ferris State University will be a national leader in providing opportunities for innovative teaching and learning in career-oriented, technological and professional education.
(Adopted by the Board of Trustees, May 9, 1997)

MENTOR PROGRAM
MISSION STATEMENT

The mission of the University College Peer Mentor Program is to serve as an integral part of the University to promote the improvement of academic success, persistence and successful graduation of students participating in the program.
Peer Mentor Program

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Program Goals
The goals of the Peer Mentor Program are to provide academic, peer, and appropriate support services to enable students to successfully complete their educational objectives without interrupting their course of study.

The Peer Mentor Program is one component of the SCHOLAR program housed in University College. Peer mentoring involves a team of upper-class students who engage in various activities with new students ranging from individual guidance and social gatherings to study groups.

In particular, the Peer Mentor Program is designed to provide academic and personal support to FSU students. The program seeks to strengthen and sustain students in their educational goals; and it helps make college an exciting, fulfilling, and successful experience. Experience has indicated that if a first-year student has meaningful conversations with a positive mentor, the student’s motivation and academic performance is significantly increased.

The program offers mentoring workshops to help improve the mentoring skills of upper-class students. It also implements different activities to promote and strengthen the relationship between the mentor and the mentee. Activities may include social gatherings, picnics, workshops, field trips, and educational events.

Program Participants
The SCHOLAR Program assists all FSU students.
Benefits of Peer Mentoring

Benefits to Mentors

- To share one’s knowledge and experiences
- To enhance self-esteem
- To help shape educational, leadership, career and learning goals
- To gain self-renewal
- To develop a new generation of successful advocates
- To gain recognition for service to the individual and the University
- To experience a feeling of pride in seeing the mentee learn and focus on goals
- To enjoy the feeling of being useful and supportive
- To appreciate the ability to lead the mentee to higher levels of thinking
- A meaningful resumé entry

Benefits to Mentees

- To learn more about the University and the community
- To build self-esteem
- To enhance interpersonal skills
- To enhance self-motivation, self discipline, and goal setting
- To experience an atmosphere of professionalism, trust, and respect
- To be more successful in one’s academic career
- To lessen the stress associated with college attendance
- To receive guidance in academic decision making
- To enhance overall learning and career aspirations
- To be motivated by academic success

Benefits to Ferris State University

- Increased student retention
- Increased cultural awareness
- Improved instructor/student rapport
- Improved campus climate
Program Objectives

While the mentor/mentee relationship is very personal, the general purpose of the Mentor Program is to:

1. Foster a supportive educational environment
2. Help with personal, social and academic skills which enable students to understand the challenges of college and enhance opportunities for academic success
3. Motivate students’ involvement in all aspects of college life
4. Improve communications between students, administrators, professors, mentors, staff and community
5. Conduet follow-up studies of the performance, persistence, and success of students, including reasons for stopout/dropout
6. Monitor students’ progress
7. Identify any obstacles that may interfere with the accomplishment of the students’ educational goals and to meet regularly with students to review progress and make plans for future success
8. Assist students in developing a positive self image through special workshops, speakers and cultural activities
9. Serve as a liaison between the student, professors and staff members when necessary
10. Orient and direct students to support services at the University and in the community
11. Provide students with a support group of peers who have common situations and who help solve these challenges within a team environment
12. Enhance students’ leadership skills
13. Develop a more positive identification with the University and to enable the University to develop a more caring and supportive environment for the student
What is Mentoring?
Mentoring consists of focused and selected activities that seek to enhance and enrich students’ opportunities to successfully persist at Ferris State University through goal attainment and graduation. Mentoring activities link students with a concerned person (MENTOR) who will listen, understand, negotiate, and encourage students to utilize all resources available to achieve academic success.

What is A Mentor?
A mentor is an experienced student who has volunteered to assist in the Peer Mentor Program because of his/her genuine interest in the educational and personal advancement of students. He/she functions as a coach, friend, and most of all, a positive role model.

Who Can Be A Mentor?
Any sophomore, junior, or senior student who is willing to spend about 2-4 hours per week during the semester with a group of 1-3 first-year students; and meet the mentor criteria, can be a mentor. This time will be spent planning and attending academic and social activities, attending SCHOLAR Program activities, and making personal contact with assigned students. The mentor will be a friend, and more importantly, a “link” to help new students make friends and help them understand the importance of a quality education.

MENTOR & MENTEE OVERVIEW

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Mentee</th>
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<tbody>
<tr>
<td>Provides mentee with the type of assistance needed and desired.</td>
<td>Takes charge of his/her own learning; actively solicits desired information and feedback.</td>
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Mentor and Mentee
Attend orientation and training sessions
Work toward the overall goals of the program
Act in accordance with the general guiding principles of the program
Provide the Program Coordinator with outcome information regarding the mentoring experience
Mentor & Mentee
Initial Contact

1. Contact and identify with each other.

2. Discuss mentees needs and expectations.

3. Discuss goal setting activities to assist in achievement of mentees educational objectives.

4. Share resource information beneficial to mentee.

5. Provide mentee with information on vital support services essential for college or university survival.

6. Establish a schedule for future meetings.

INCENTIVES AND REWARDS

Study Buff Award – Mentees who have at least 20 recorded hours with the Academic Support Center (Tutorial Services) in ASC 1017 will receive the Study Buff Award.

M&M Award—The mentor and mentee who attend the most SCHOLAR Program events and other campus activities together throughout the semester will receive this award. Every activity must be recorded on the “Activity Summary Sheet” (Appendix C) and signed by both mentor and mentee. A “Sign-In” sheet will be available at every SCHOLAR Program event to verify attendance.

Perfect Attendance Award—Each mentee who successfully completes the semester without missing any classes will receive this award. Certificates are awarded to mentees for perfect attendance in any one class. Additional acknowledgement is awarded to the mentee for perfect attendance in all classes. To verify that requirements for this award have been met, each instructor will sign the “Perfect Attendance Form” (Appendix D) at the end of the semester.

Bulldog Achievement Award—The mentee acknowledged for this award will have attended the most (minimum of 5 seminars) Academic Support Seminars during the semester.

SCHOLAR Award—The mentee(s) who have demonstrated high academic achievement will receive the SCHOLAR award. The mentee must have attended at least five (5) SCHOLAR Program activities while earning a GPA above 3.25 and completing 12 semester hours at the end of the semester.

The Peer Mentor Program offers a broad scope of programs and activities
Accomplishments throughout the year to enhance the mentees’ academic goal attainment. Workshops, special presentations, small groups, and one-on-one sessions are coordinated to help participants achieve their goals.

Subjects Accomplished Through Mentor Activities
- Listening Skills
- Social and Cultural Activities
- Sensitivity Awareness
- Self-Esteem
- Goal Setting
- Communication Techniques
- College Survival Tips
- Personal Adjustment
- Self Recognition

Subjects Accomplished With FSU Advisor or Other Campus Resources
- Career Assessment and Planning
- Academic Program Planning
- Academic Progress Monitoring
- Financial Aid
- Tutorial Services
- Personal Counseling
- Residential Life

Subjects Accomplished Through Program Activities
- Study Skills
- Test-Taking Skills
- Time Management
- Learning Styles
- Writing and Spelling Skills
- Stress Management
JAMIE SPORE—MENTOR  
Wahalla, MI  
“I really enjoyed being a mentor. It was a very rewarding experience for me because I was able to meet many new people. I also got to do activities that I might not have done otherwise, such as the trips to Chicago, and to the stables to ride horses. Being a mentor was a great experience, because it allowed me to meet people from backgrounds and even cultures different from my own. It was really nice to be able to broaden my horizons in that respect.”

GAIL TAYLOR-BOLDEN—MENTEE  
Detroit, MI  
“The peer mentor program is great for students. It allows you to meet great people while having the time of your life. Being a freshman in college is not easy. If you’re looking for a positive change of pace while adapting to college life, join the SCHOLAR Peer Mentor Program. You have nothing to lose, and a lot of great friends and new experiences to gain.”

LAURA CHENE—MENTOR  
Columbus, MI  
“You never really know how much of an impact you’ve made on someone until that person tells you so. It’s ironic that people in society are trying to do big things to impress one another. When in fact, it’s the little things, the sharing and caring that are most significant to people in this world. As a mentor, I learned the value of sharing my knowledge and caring about someone other than myself. As a result, I received much appreciation for showing my mentee all that Ferris State University has to offer in terms of educational, leisure, and cultural value.”

MARY KENNEDY—MENTOR  
Detroit, MI  
“I’ve been a mentor for 2 years. Recently I had the pleasure of helping a student make the transition from school in Africa to school in America. The SCHOLAR Program helps the mentor and mentee become more involved in campus events. I also like the fact that the program recognizes mentees for their academic success and participation in the program. My experience with the Scholar Program has helped me develop the skills to be a leader.”

JOEL NICOL—MENTOR  
Cass City, MI  
“My mentoring experience has been very rewarding. Being a student mentor gave me the great opportunity to share my knowledge and experiences with others. It has also been a great way to network in the university and to meet so many new people.”

RYAN JOHNESEE—MENTEE  
White Lake, MI  
“I really think the SCHOLAR Program is beneficial to all new freshmen. It makes the whole freshmen transition easy because you meet and interact with different people. I don’t know what I would’ve done if I hadn’t joined the Peer Mentor Program. I usually find it difficult meeting new people on my own. Since I joined the program, I believe that I will keep in contact with the people I met, even after graduation.”

KRISTIN RADEMACHER—MENTOR  
Bay City, MI  
“I think the impact on the people we help is unquestionably positive. I take complete pride in the job I have of encouraging another to be what they’re destined to be, an amazing person. I think some people do not realize that they have value and they are good people. I feel good... no ... I feel fabulous that I have been a part of this very positive part of Ferris State University. When I say that I’m a mentor for the SCHOLAR Program, most people say, "What’s that?" It would be great to have someone say, "Oh yeah I know about that. How can I join, and be a mentor or mentee?"”

DESTINY RUFFNER—MENTEE  
Albion, MI  
“I really enjoyed the program it helped me build my confidence. I used to be really shy around people before I came to Ferris. The SCHOLAR Peer Mentor Program was the best thing to give me a positive start at Ferris. I learned that there are people who really care about others. I enjoyed the trip to Chicago, my first time out of state without my family. But being in the program made me feel like I was surrounded by family. I would like to be a mentor in the future. Mrs. GreenBay and Ms. Boss, you guys were the best thing that happened to me my first semester. I thank Jesus for you and can truly say your program and God was my light on this campus my first year. Keep on being a light!”
Mentees

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(For the Mentee)
The Role of a Mentee

Mentoring is an integral part of our retention activities and is designed to provide a satisfying experience for both the mentor and the mentee.

The mentor program matches the upper-class student, known as the mentor, with a first-year student who desires to experience a smoother adaptation and integration into the college environment. Serving as a mentee is voluntary, but requires specific roles and responsibilities, they include:

☆ Maintain a positive attitude
☆ Seek advice from mentor
☆ Seek advice from your academic advisor
☆ Communicate progress and concerns with your mentor
☆ Attend all classes
☆ Participate in activities with mentor and other mentees
☆ Communicate progress or concerns with parents or guardian
☆ Look, Listen and Learn
☆ Strive for success
☆ Reach out to your mentor; let him/her know what’s on your mind
☆ Be aware of program incentives
☆ Assume responsibility for your own professional growth & development
☆ Set goals and make decisions to achieve those goals
☆ Be receptive of constructive feedback
☆ Utilize campus resources

When do Mentees sign up?
New students will be informed of the program and will have the opportunity to sign up during Summer Orientation and Registration periods and by appointment with the coordinator. Once they are registered as a mentee, they will receive correspondence to get them excited about participating in the Mentor Program.
What Will Mentors Do?

- Set good examples with their behavior
- Teach mentees what they know
- Give spontaneous feedback
- Encourage mentees to take charge of their life
- Be a resource for academic and personal referrals
- Help keep the faith
- Encourage mentees to pursue their academic goals
- Offer challenging ideas
- Help build self-confidence
- Encourage professional behavior
- Offer friendship
- Listen to personal problems
- Provide growth experiences
- Explain how the University operates
- Coach their mentees
- Encourage a winning behavior
- Inspire their mentees
- Share critical knowledge

What Will We Do As A Team?

- Attend academic related functions
- Build a positive relationship
- Study together
- Look, Listen, and Learn
- Attend academic workshops
- Interact with other student mentees
- Attend cultural events
- Participate in academic and social activities with mentee(s) to share resources & experiences

(For the Mentee)
Students accepted to Ferris State University are eligible to participate in the Peer Mentor Program. However, to be eligible for support services and activities provided by the program, participants must complete the Mentee Application. Application forms and other information can be obtained from the SCHOLAR Program Coordinator. Upon review of the application, the program coordinator will make necessary arrangements to interview the mentee in order to discuss and determine specific needs. Once a student decides to become involved in the program, there are activities, workshops, and presentations organized to begin their experience. Mentee participants will then:

- Be provided with a copy of the Mentee Obligation Agreement to review and sign (Appendix A)
- Be assigned to a mentor
- Attend the Peer Mentor Program “Kick-Off”
- Receive information about your mentor and be reminded to schedule an initial appointment with your mentor
- Receive a Peer Mentor Program Guide Book
- Be encouraged to focus on academic planning and scheduling
- Be encouraged to set short, intermediate, and long-range goals
- Be reminded to complete the Mentee Evaluation at the end of the semester
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The Role of a Mentor

Mentoring is an integral part of our retention activities and is designed to provide a satisfying experience for both the mentor and the mentee.

The mentor program matches the upper-class student, known as the mentor, with a first-year student who desires to experience a smoother adaptation and integration into the college environment. Serving as a mentor is voluntary, but requires specific roles and responsibilities, they include:

☆ Provide assistance to students participating in the mentor program
☆ Assist in the development of skills necessary for mentees to succeed in college
☆ Guide the development of realistic career/academic goals and expectations
☆ Motivate students toward achieving academic excellence
☆ Create success through caring
☆ Improve the self-esteem of mentees
☆ Serve as a resource and referral person for the mentee
☆ Serve as a positive role model, friend, and confidante
☆ Encourage a mentee to interact frequently with his/her academic advisor and Ferris State University personnel
☆ Provide support, encouragement, and positive perspectives
☆ Give feedback on observed behavior and report performance
☆ Establish and maintain ongoing contact with the SCHOLAR Coordinator to discuss student progress and elicit feedback as needed to ensure success
☆ Meet with the student at agreed upon intervals for feedback and planning
☆ Maintain a meeting log of mentor activities to record mentoring experiences and periodically share this information with SCHOLAR Coordinator
☆ Encourage mentees to utilize campus resources
You and Your Mentee

What Will Mentees Do?
☺ Be open-minded for suggestions
☺ Get to know their mentor
☺ Show an interest to achieve academically
☺ Accept the support from the mentor
☺ Participate in Peer Mentor Program activities
☺ Make positive adjustments
☺ Maintain contact with the mentor
☺ Set high expectations of performance

What Will We Do As A Team?
☺ Attend academic related functions
☺ Build a positive relationship
☺ Attend athletic events
☺ Study together
☺ Look, Listen, and Learn
☺ Attend academic workshops
☺ Interact with other student mentees
☺ Attend cultural events
☺ Participate in academic and social activities with mentee(s) to share resources & experiences
(For the Mentor)

Currently enrolled Ferris State University students are eligible to serve as mentors for the Peer Mentor Program. However, to be considered for this experience and participate in activities provided by the program, interested students must complete the Mentor Application and submit one letter of recommendation. Application forms and other information can be obtained from the SCHOLAR Program Coordinator. Upon review of the application, the program coordinator will appropriately assign mentors with a mentee. Once a mentor decides to become involved in the program, there are activities, workshops, and presentations organized to begin their experience. Mentor participants will then:

- Be assigned a mentee. Mentors will receive the name and phone number of their mentee so initial contact can be made.
- Attend the Mentor Orientation and all Mentor Training Sessions.
- Receive a Peer Mentor Program Guide Book.
- Attend the Peer Mentor Program “Kick-Off”.
- Assist the mentees in goal setting initiatives and in academic planning by participating in SCHOLAR programs and/or other University programs and activities.
- Complete the Activity Summary Sheet (Appendix C) after every event.

THE MENTOR OPPORTUNITY

- Serve as a mentor to a new student and enjoy positive interaction with first year students.
- Enhance your resume.
- Develop and enhance your leadership skills.
- Participate in community & cultural enrichment activities.
- Receive participation incentives throughout the semester.
Mentor Responsibilities

What are my responsibilities?

☒ Attend scheduled mentor workshops as announced by the SCHOLAR Coordinator. (Usually one per month during the semester)
☒ Maintain regular (bi-weekly) contact with your assigned mentees.
☒ Complete report forms on time as outlined in the Online Mentor Guidebook.
☒ Attend (and bring mentees) at least 50% of program activities during the semester.
☒ Plan at least one monthly Small Group Activity (may combine efforts with other mentors) during the semester.
☒ Provide feedback and evaluation information.

Mentor criteria

☒ Minimum cumulative GPA of 2.50
☒ Sophomore, junior or senior class standing
☒ Positive attitude
☒ Strong interest in the well-being of their peers
☒ Commitment to academic excellence
☒ Team player

What is my time commitment if I become a Peer Mentor?

Mentors are expected to spend about 2-4 hours each week being a mentor. This includes your contact time (notes, e-mails, phone calls), attending activities and events. Mentors are also expected to attend the “Kick-Off” Social and mentor workshops as assigned.

Do I get paid?

Mentors will receive participation incentives as part of this program. This includes things like t-shirts, movie tickets, concert outings, and gift certificates (on and off campus). Being a mentor will provide great personal rewards, volunteer service to include on your resume, and provide you with valuable training!

Mentors will receive a stipend (at the end of the semester) based upon their participation in the program, attendance at mentor workshops, and completion of the Activity Summary Sheets.
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Mentoring Resources

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It would seem that when people are equal in intelligence, in desire and opportunity, they should be reasonably equal in achievement. But it doesn’t work that way. Often one person will accomplish much more than another with about the same potential. It isn’t the capacity that makes the difference. Virtually everyone has far more capacity than they ever use. The real difference is that the achievers come to recognize their hidden resources and activity develops them into practical useful skills and abilities which they can use every day for greater achievement. “So, it’s what you do with what you have that makes the difference.”

SUCCESS is KNOCKING.....

.....ANSWER the DOOR!!!
You’ve failed many times, although you may not remember. You fell down the first time you tried to walk. You almost drowned the first time you tried to swim, didn’t you? Did you hit the ball the first time you swung a bat? Heavy hitters, the ones who hit home runs, also strike out a lot. R.H. Macy failed seven times before his store in New York caught on. English novelist John Creasey got 753 rejection slips before he published 564 books. Babe Ruth struck out 1,330 times. But he also hit 714 home runs. Don’t worry about failure. Worry about the chances you miss when you don’t even try.
1. Well Defined Goals

2. Clear Plan of Action

3. A Sense of Immediacy: “Do it now; don’t wait!”

4. Striving for Excellence: “Perfection is the permanent result of all activity”

5. Continuing to Learn: “Growth is a process, not a result”

6. Serve People First

7. One-Point of Purpose

8. Dogged Persistence

9. Visualize the Result Prior to the Action

10. Stay Away From Negative People – Radiate Positively No Matter What the Situation

Remember –
Laziness Is Nothing More Than The Habit Of Resting Before You Get Tired -

Novelist Jules Renard
Seven Steps to Reaching Goals

1. Decide on what you want.

2. Ask for what you want.

3. Believe that you will receive.

4. Read material that gives you focus and assistance.

5. Refuse to doubt...let every thought and desire affirm that you have what you want and never permit a mental picture of failure to remain in your mind.

6. See yourself in a possession of what you want...act as if it already is a reality.

7. Acknowledge those who helped you.
Steps to Your Academic Success

Campus Resources & Academic Support
- Meet with your Mentor regularly
- Get to know your academic advisor
- Contact an academic counselor for career guidance
- Go to the Academic Support Center
- Ask questions

Your Academic Success
- Never be late for class
- Attend class daily – especially on Fridays!!
- Turn in every assignment
- Participate in class
- Study more, party less!!
- Be prepared – read your assignments
- Make the Dean’s list
- Ask questions

Survival Tips
- Don’t get too involved
- Be selective of your weekend activities
- Develop self-discipline
- Manage your time & your life
- Get help early
- Whatever you do – Don’t Quit!!
- Always think positive
- Ask questions

Your academic success lies within your hands.
So let a Peer Mentor help you achieve!
Mentoring Tips

**BE PATIENT:** Building trust takes time. A new student may not show it at first, but your help may be just what is needed. Be persistent.

**PRAISE IS POWER:** A word of praise in a critical world works miracles in the life of a student.

**SET BOUNDARIES:** Most mentoring relationships develop and flourish without problems. Occasionally, some things come up. Mentors have an important role, but this doesn’t include replacing family, university staff or social service professionals. A mentor can help guide a new student to the appropriate source for additional help.

**TRY TO UNDERSTAND THE NEW STUDENT’S VIEWPOINT:** Even if you don’t share his or her point of view, try to appreciate it, it shows you care.

**CELEBRATE DIFFERENCES:** Experienced mentors report that working with a person from a different background broadened their own horizon and deepened their understanding of other people and cultures. Sometimes it is the differences that make the difference.

**BE HONEST:** Nobody’s perfect. If you make mistakes, admit it. Say you are sorry. It’s a skill a new student may only learn from you.

**BE THERE:** Just the sound of your concerned voice can make a big difference in the life of a new student.

**BE POSITIVE:** Ask yourself, “What encouragement can I give if my new friend disappoints himself or herself?” Mentors are in the business of helping young people to make the most of their lives. Allow the new student to make a few mistakes so they can learn new things.

**BELIEVE:** Many new students in our community struggle with self-esteem. Your faith in them can be the greatest gift you can give.

**STICK WITH IT:** Be honest with yourself when you commit to becoming a mentor. If you’re not sure about an in-depth mentoring experience, try a short-term alternative (for example, tutoring, one-time projects).
Do's and Don'ts

**Do**

😊 Get help when you need it
😊 Interact with students
😊 Plan fun activities
😊 Be friendly
😊 Be non-preferential
😊 Be timely with paperwork
😊 Keep the coordinator informed
😊 Have an activity at least once a week
😊 Be outgoing
😊 Use other mentors as resources
😊 Respect the time and effort others put into your experience
😊 Remember to attend all scheduled events
😊 Show care and concern for others

**Don’t**

❌ Don’t date your mentor/mentee
❌ Don’t drink with your mentor/mentee
❌ Don’t do illegal drugs
❌ Don’t break laws
❌ Don’t counsel
❌ Don’t encourage the “party” school reputation
❌ Don’t allow yourself to get overloaded
❌ Don’t pick favorites
❌ Don’t take things for granted
❌ Don’t ignore messages from your mentor/mentee
❌ Don’t hesitate to inform the coordinator if your group isn’t meeting
❌ Don’t be afraid to ask questions
❌ Don’t share anything that others tell you in confidence
❌ Don’t be late for program events
<table>
<thead>
<tr>
<th><strong>ACADEMICS</strong></th>
<th><strong>QUESTION/ INTEREST</strong></th>
<th><strong>Answer</strong></th>
<th><strong>Location</strong></th>
<th><strong>CAMPUS PHONE</strong></th>
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<td>Check Cashing</td>
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<td><a href="mailto:engelsd@ferris.edu">engelsd@ferris.edu</a></td>
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<td>Public Safety</td>
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<td>CSS 101</td>
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<td><a href="mailto:randlej@ferris.edu">randlej@ferris.edu</a></td>
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<td><strong>Affirmative Action</strong></td>
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<td>McKessy</td>
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<td><strong>Athletics - Varsity</strong></td>
<td>Athletic Director</td>
<td>SPO 1648</td>
<td>x2970</td>
<td><a href="mailto:kirinovt@ferris.edu">kirinovt@ferris.edu</a></td>
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<tr>
<td><strong>CAREER SERVICES</strong></td>
<td>Barb Renne</td>
<td>CSS 101</td>
<td>x2658</td>
<td><a href="mailto:renneb@ferris.edu">renneb@ferris.edu</a></td>
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<td><strong>COMMENCEMENT</strong> (SCHEDULE/ACTIVITIES)</td>
<td>Commencement Office</td>
<td>Rankin 255</td>
<td>x2612</td>
<td><a href="mailto:hayess@ferris.edu">hayess@ferris.edu</a></td>
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<td><strong>COMPUTER (NETWORK CONNECTION)</strong></td>
<td><strong>Residential Network Support</strong></td>
<td>West 127</td>
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<td><a href="mailto:rns@ferris.edu">rns@ferris.edu</a></td>
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<td><strong>COUNSELING SERVICES</strong></td>
<td>Director</td>
<td>Birkam Health Center 210</td>
<td>x5968</td>
<td><a href="mailto:sullivap@ferris.edu">sullivap@ferris.edu</a></td>
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<td>Humanities</td>
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<td><strong>DIETARY NEEDS</strong> (SPECIAL)</td>
<td>Director <strong>Dining Services</strong></td>
<td>South Com-mons</td>
<td>x2209</td>
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<tr>
<td><strong>DISCIPLINARY ACTION</strong></td>
<td>Director Judicial Services</td>
<td>Rankin</td>
<td>x3619</td>
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<td>Residential Life</td>
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<td><strong>LOST &amp; FOUND</strong></td>
<td><strong>Rankin Student Center Director</strong></td>
<td>Rankin #306</td>
<td>x5916</td>
<td><a href="mailto:schuelkm@ferris.edu">schuelkm@ferris.edu</a></td>
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<td><strong>MEDICAL</strong> (SICKNESS, ACCIDENT)</td>
<td><strong>Birkam Health Center</strong></td>
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<td><strong>MUSIC</strong></td>
<td>Music Activity Director</td>
<td>Music Center</td>
<td>x2501</td>
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<td><strong>ORIENTATION</strong> (ASSIGNMENT, EVENTS)</td>
<td>Pyllis Gross</td>
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<td>x3103</td>
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<td><strong>Public Safety</strong></td>
<td>x5000</td>
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<td><strong>RECREATIONAL SPORTS</strong> (CLUB, INTRAMURAL)</td>
<td>Director, Student Recreation Center</td>
<td>Student Rec. Center</td>
<td>x2679</td>
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<td>Rankin Director</td>
<td>Rankin 243</td>
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<td><strong>Student Leadership &amp; Activities</strong></td>
<td>Rankin 233</td>
<td>x2606</td>
<td><a href="mailto:langwort@ferris.edu">langwort@ferris.edu</a></td>
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<td>Birkam Health Center 210</td>
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<td><strong>WILLIAMS AUDITORIUM</strong> (RESERVATIONS)</td>
<td>Auditorium Manager</td>
<td>Starr 205</td>
<td>x5863</td>
<td><a href="mailto:terrym@ferris.edu">terrym@ferris.edu</a></td>
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### IMPORTANT PHONE NUMBERS

**HAVE A QUESTION, BUT DON'T KNOW WHO TO CALL?**  
**CALL 231-591-3999 -- MONDAY - FRIDAY, 8:00 AM - 5:00 PM**

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### IMPORTANT PHONE NUMBERS CONTINUED

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<td>Bob Evans</td>
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<td>Eastgate Lanes</td>
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<td>Event Information/ Chamber Of Commerce</td>
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<td>Family Video</td>
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<td>Striketown (Bowl)</td>
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<td>Currie’s</td>
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<td>Dial-A-Ride</td>
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<tr>
<td>Indian Trails</td>
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PERFECT ATTENDANCE FORM
MENTEE OBLIGATION AGREEMENT

The Peer Mentor Program provides for each student caring mentors, academic support services, career counseling, role models, and a series of workshops which focus on enhancing or developing strategies for success.

In addition, these are the responsibilities and expectations of the student Mentees:

1. To attend all required classes.

2. To contact the Mentor to make him/her aware of any obstacles which might hinder academic success.

3. To contact the SCHOLAR Coordinator prior to withdrawing from any class or classes.

4. To meet with a tutor when a professor or Mentor recommends tutoring.

5. To attend meetings and activities scheduled by the Peer Mentor Program.

6. To permit the SCHOLAR Coordinator to monitor academic performance.

7. To be prompt and keep scheduled appointments with the Mentor.

8. To participate in program evaluations and follow-up as requested by the Mentor or the Coordinator of the Mentor Program.

9. I understand that if I fail to cancel my participation for any program event by the cancellation date, then Ferris-SCHOLAR Program may charge my student account to cover the expense for the event.

10. I understand that I may request to be assigned a different mentor if my current mentor and I cannot work effectively together.

I have read the above agreement and understand my obligations as a Peer Mentee.

________________________________     ______________________
Student (Mentee) Signature           Date

☐ (Your initials here)  I authorize the SCHOLAR Program staff to print my schedule for my mentor.
MENTOR OBLIGATION AGREEMENT

Because I genuinely want to help my mentee succeed at Ferris State University, I will agree to do the following:

1. I will meet with my mentee once a week or on a regular basis throughout the semester.

2. I will contact my mentee to see if there are any obstacles, which might hamper their academic success.

3. I will attend meetings scheduled in the Peer Mentor Program.

4. I understand that I may request to be assigned to a different mentee if my present mentee and I cannot work effectively together.

5. I will participate in program evaluations and follow-up as requested by the Coordinator of the Mentor Program.

6. I understand that if I fail to cancel my participation for any program event by the cancellation date, then Ferris-SCHOLAR Program may charge my student account to cover the expense for the event.

I have read the above agreement and understand my obligations as a Peer Mentor.

_____________________________     _____________________
Student (Mentor) Signature               Date
ACTIVITY SUMMARY Form

This Activity Summary Sheet must be submitted after the completion of each event conducted with your mentee(s) and returned to the SCHOLAR Office (ASC 1025). Activities such as athletic events, SCHOLAR Program events, academic support, and social events should be included.

MENTOR NAME:__________________________________________________________

NAME OF EVENT:__________________________________________________________

DATE OF EVENT:______________________ TIME OF EVENT:____________
LOCATION OF EVENT:_______________________

Mentees Who Participated:
1. __________________________________________________
2. __________________________________________________
3. __________________________________________________

Event Summary:
Describe if the event was educational, informative, social etc. and include your opinion of your mentee(s) participation in the function. Please include other information you feel is important.

______________________________________    ___________________
Mentee Signature                         Date

______________________________________    ___________________
Mentee Signature                         Date

______________________________________    ___________________
Mentee Signature                         Date

Mentor Signature               Date
(Appendix D)

PERFECT ATTENDANCE FORM

(Peer Mentor Program - SCHOLAR Program)

Student Name: _______________________________________
Course: _______________ Section: ___________ Instructor: ______________________

Instructor: The Peer Mentor Program would like to acknowledge participating students who have had perfect attendance in each of their courses. Please sign the form below after verifying your records of his/her attendance.

We strongly believe that if students make considerable effort to attend the classes, their success rate increases tremendously. With that in mind, the Peer Mentor Program will reward all participating students for their efforts.

◊ Yes, the student listed above had perfect attendance in the class listed above.
◊ No, the student listed above did not have perfect attendance in the class listed above.
◊ I do not monitor attendance but the student was very active with in-class assignments.

__________________________________________  _______________________
Instructor’s Signature            Date

Please complete the Perfect Attendance Form and return it to: Karen GreenBay, ASC 1027. If you have any questions, you may contact me at 591-5034.

Do not give this form back to the student!!
MANY THANKS TO OUR PEER MENTORS

**Fall 2000**
- Tayo Adedeji
- Michelle Armola
- Jenesha Blackwell
- Yongchu Brecken
- Charmagne Dixon
- Clarence Hammond
- Colleen Hanna
- Kamika Hughes
- Anntoinette Johnson
- Kyisha Jones
- Michael Kabban
- Felice Kelley
- Mary Kennedy
- Brandy Keur
- Shannon Keys
- Tamiko Logan
- Shawn Pride
- Michael Sears
- Sara Shippy
- LuJuanna Tipton
- Shaun Yzquierdo

**Winter 2001**
- Michelle Armola
- Brandy Barnette
- Anntoinette Johnson
- Michael Kabban
- Mary Kennedy
- Tamiko Logan
- Mispar Mbah
- Sara Shippy
- LuJuanna Tipton
- Mary Kennedy
- Lanette Martinez
- Joel Nicol
- Kristin Rademacher
- John Reyburn
- Jamie Spore
- Na’Kisha Wade
- Brandi Willis

**Fall 2001**
- Laura Chene
- Mircea Cotosman
- Kenneth Dandridge
- Dan Doyle
- Kelly Fisher
- Benedikt Hager
- Mary Kennedy
- Lanette Martinez
- Joel Nicol
- Kristin Rademacher
- John Reyburn
- Jamie Spore
- Na’Kisha Wade
- Brandi Willis

**Winter 2002**
- Tayo Adedeji
- Tamara Balentine
- Chericka Buckner
- Mircea Cotosman
- Mary Kennedy
- Lanette Martinez
- Jacqueline Nichols
- Joel Nicol
- Kristin Rademacher
- Na’Kisha Wade

**Summer 2002**
- Valisha Harris
- Tifanie Heard
- Clara Penn
- Mary Stepheny
- Kallie Thomas

We Couldn’t Have Done It Without You!!
Be A Scholar, Be A Mentor... Make A Difference

SCHOLAR—Peer Mentor Program
820 Campus Drive, ASC 1027
Big Rapids, MI 49307
(231) 591-5034 (Phone)
(231) 591-3686 (Fax)
greenbak@ferris.edu (email)
www.ferris.edu/colleges/university/scholar.htm

Designed By:
Karen GreenBay, SCHOLAR Coordinator

Supported By:
SCHOLAR Program, Ferris State University