



CAE Student/Academic Mentor Contract

Academic Mentoring is a strategy to strengthen a learner's study skills and promote independent learning. Academic Mentoring builds confidence, teaches new strategies for grappling with content, and helps to refine a student's thinking process. Academic Mentoring must take place consistently for any benefit; therefore, it is the policy of the **CAE Academic Mentoring Program requires that students MUST meet with their academic mentor at least one hour per week for the entirety of the semester once they are assigned.**

Academic Mentoring is not teaching. Teaching is focused on the subject matter while academic mentoring is focused on the learner. Academic mentoring is not a substitute for homework or for attending class.

The Academic Mentor agrees to and responsible for the following:

1. I will be prepared for academic mentoring sessions and will arrive on time.
2. I must contact the student 24 hours in advance if I must cancel an appointment.
3. I will give my total attention to the students during the academic mentoring session.
4. I may contact the student's instructor for input if needed.
5. My ultimate goal in academic mentoring is to foster independent learning.
6. Each student is allowed between 2-4 hours of academic mentoring per week, **but must meet at least one hour per week.** *If more than four hours per week is needed, please contact the CAE Academic Mentoring Coordinator: caetutoring@saa.ls.wisc.edu

Academic Mentor Name & Signature

Date

The Student agrees to and is responsible for the following:

1. I will attend class regularly.
2. I will read the material before the academic mentoring session and attempt the assignments. I will come prepared to my session.
3. I will bring all the necessary materials (i.e. homework assignments, lecture notes, textbooks, etc.) to the academic mentoring session.
4. I will arrive on time for academic mentoring sessions.
5. I will contact my academic mentor 24 hours in advance if I must cancel the session. It is my responsibility to arrange another time to meet with my academic mentor to make up for the cancelled session.
6. I will not expect the academic mentor to do my assignments or help with take home tests and quizzes. I will not expect my academic mentor know all the answers.
7. I will silence my phone and will not text or speak on the phone during my academic mentoring sessions.
8. Per my academic mentor's request, I will email the questions I'd like to cover during the academic mentoring session at least 24 hours in advance.
9. I am allowed between 2-4 hours of academic mentoring per week, **but must meet with my academic mentor at least one hour per week.** *If more than four hours per week is needed please have your academic mentor request for more time.
10. I understand that ultimately it is my responsibility to be a successful student and academic mentoring can help me reach that goal.

1st warning will come from the Academic Mentoring Program Coordinator. The student will receive a warning email from Aygul Hoffman with a 24 hour contact notice.

2nd warning will come from the student's Dean/ Advisor. Your Dean/ Advisor has the option of having a one-on-one meeting to discuss the behavior.

3rd warning: the student will be asked to make an appointment with Aygul Hoffman to talk about the issue. Termination of academic mentoring services may follow.

Student Name and Signature

Date