



Appointment with CAE Advisor/Dean & a follow-up appointment with Academic Mentoring Coordinator or Instructional Support Specialist are required  
**DEADLINE FOR ACADEMIC MENTORING REQUEST - FRIDAY, June 23<sup>rd</sup>**

## CAE Academic Mentoring Referral - Summer 2017



**IF YOUR COURSE IS SUPPORTED BY A CAMPUS LEARNING CENTER, YOU MUST APPLY FOR THIS RESOURCE PRIOR TO APPLYING FOR A ONE-ON-ONE ACADEMIC MENTOR.**

### Section I: Student Agreement --- One-on-One Academic Mentoring

*Please read and sign following agreement so that you clearly understand CAE Academic Mentoring guidelines:*

I understand that in order to receive the greatest benefit from academic mentoring services, **consistent meetings of at least 1 hour per week are required once the academic mentor is assigned.**

If an appropriate academic mentor is found, I agree to:

- Contact the academic mentor within 48 hours of receiving his/her name and contact information via phone/email. Please note, that your first meeting must be held within ONE WEEK of assignment.
- Inform Academic Mentoring Coordinator by e-mail (caetutoring@saa.ls.wisc.edu) or phone: (608 263 5068) within one week, if you are unable to get in touch with your assigned academic mentor.
- Maintain 1 hr per week minimum (and 4 hrs per week maximum) meeting policy.
- Contact the academic mentor at least 24 hours in advance if you are unable to keep a scheduled appointment.
- Follow the CAE Academic Mentoring guidelines as outlined in the student-academic mentor contract and CAE Academic Mentoring handout.

**Student Warning Policy:** Warnings will be issued for failure to adhere to the CAE Academic Mentoring Program guidelines. If any student accrues three warnings, he/she may lose their academic mentoring privileges.

**1<sup>st</sup> warning** will come from Academic Mentoring Program Coordinator Aygul Hoffman or Instructional Support Specialist Bob Wiedenhoef. The student will receive the first warning email from Aygul or Bob with a 24-hour contact notice.

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

**3<sup>rd</sup> warning** will require the student to make an appointment with the Academic Mentoring Coordinator to talk about the issue. Termination of academic mentoring services may follow.

**I understand that by signing this form I commit to meeting with my academic mentor on a weekly basis until the end of the semester and follow all CAE Academic Mentoring guidelines. If I fail to follow these guidelines, I understand that I will lose my academic mentoring privileges for the remainder of the semester, and I forfeit my privilege to request future academic mentors for that semester.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Section II: General Information

Please fill in the following information with your Advisor/Dean

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Year in College (circle one): 1 2 3 4+ Advisor/ Dean: \_\_\_\_\_

**Support Needed for:** Course Name & Number: \_\_\_\_\_ Lecture Number: \_\_\_\_\_

Professor: \_\_\_\_\_ TA: \_\_\_\_\_

**Hours of Support Needed per Week (please circle):** 1 hr 2-3 hrs. 4 hrs a week

**Current Grade in Class (please circle):** A AB B BC C D or below N/A or Don't Know

**Advisor/Dean Signature (Required):** \_\_\_\_\_

**Academic Mentoring Staff (Coordinator or Specialist) Signature (Required):** \_\_\_\_\_



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**Please fill out the short survey before submitting the form. This survey will help us meet your needs.**

1. Check one or more of the following reasons you are taking this course:

- ⇒ This course is required for my major
- ⇒ This course is a prerequisite for my major
- ⇒ This course is required for pre-med track
- ⇒ This course is required for pre-professional track (other than pre-med)
- ⇒ This course satisfies a General Education requirement
- ⇒ Other \_\_\_\_\_

2. What grade do you hope to receive in this course with the assistance of academic mentor:

A            AB            B            BC            C            D or below

3. I believe that I will learn more from this course if I put in more work and effort:

(disagree) 1                            2                            3                            4                            5 (agree)

5. What do you think you will need academic mentor assistance with the most?

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6. Please indicate the hours you are NOT available during the week. This will help us match you with the academic mentor and with other students that might be requesting academic mentor in the same course/same section:

	MON	TUE	WED	THU	FRI	SAT	SUN
7am - 12pm							
12pm - 4pm							
4pm - 8pm							

7. What are the barriers/challenges that exist for you to utilize tutoring services?

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8. What comments and/or suggestions do you have for Academic Mentoring staff?

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**Please note Academic Mentoring Staff Office Hours starting Monday, April 24<sup>th</sup>. Please make an appointment by calling CAE front desk at 608-263-5068 or email at [caetutoring@saa.ls.wisc.edu](mailto:caetutoring@saa.ls.wisc.edu) if unable to visit during these hours.**

**Mon (Bob) 1-3PM**