Match Modules

Semester 2

A Relationships (Development & Maintenance 1st year or new match)

Time: January 16th- Feb 8th

I. Fundamentals (What are you looking for?)
   1) Type of relationship you are going to have
      a. Academic- Only discuss academic concerns
      b. Career Based- Only discuss concerns that relate to your career aspirations
      c. Personal- Discuss everything from academics to life.
      d. All of the above

   Relationships can be a mixture of all types and can transition from one to the other at any given time. Talk about where you see the relationship and what you would like to accomplish.

II. Exchanging contact and setting ground rules for relationship
   i. Exchange phone numbers and emails
   ii. How you are going to communicate (email, text, etc)
      Tip: Many mentors have set days and times that they communicate with their protégés (i.e. Every Monday at 11:00 send an email). That way it becomes routine. You can always communicate more but this way if you or your protégé get busy, you both know that on that day and time you will hear from each other.

   iii. When will you have your required face to face meetings?
      a. Pick a day and time- create a routine
      b. Put it on your Calendars

   iv. Where will you meet and for how long?
      a. Any meeting that involves food should be affordable for both of you. (Discuss going “Dutch” ahead of time). Mentors are not financially responsible for the protégé.
III. What’s Your Story? (Getting to know each other)
   1) Take the time to get to know each other… TALK about anything and everything. You can’t help academically or personally if you don’t know anything about each other.
   2) Sometimes being mentor means you have to be a little vulnerable by being real about who you are and your struggles. If you are comfortable please share those experience as the conversations call for.

IV. Hobbies
   1) Find out your interest and hobbies, Do you like to volunteer?
   2) Find ways to enjoy those interest and hobbies together
      **TIP:** Utilize the Mentor Tech, Campus and Community Calendars to assist you in finding opportunities for you to do things that interest you both on and off campus. A bonus is that you can plan these activities in advance.

V. Semester Goals
   i. What is the GPA goal?
      a. What do they need to do to get there?
      b. What are their academic strengths and weakness?
   ii. Studying Habits
   iii. Getting familiar with campus
   iv. Utilizing resources
   v. Your Relationship

VI. Important Semester Dates
   i. Last day to Add a Course- Jan. 23\textsuperscript{rd}
   ii. Last Day to Drop with Charges removed and no penalty- Feb. 1\textsuperscript{st}
   iii. Last Day to Withdrawal with partial Credit- Feb. 13\textsuperscript{th}
   iv. Declare Pass/ Fail, Last day to drop a course with penalty – March 27\textsuperscript{th}
   v. Advance Registration Begins- April 4\textsuperscript{th}
   vi. Last Day to transfer between Colleges- April 23\textsuperscript{rd}
   vii. Last Day to withdrawal from the University- May 2\textsuperscript{nd}
   viii. Dead Day- May 8\textsuperscript{th}
B. Semester Goals
Time: January 16th- Feb 8th

I. What do we want to get out of the semester?
   i. What changes are you making?
   ii. Are they working
   iii. How many hours are you taking
   iv. More school involvement
II. Evolvement of the relationship
   i. How will it change
   ii. What do you expect to accomplish

C. Semester Goals- Upper Levels
Time: January 16th- Feb 8th

I. Relationship changes/Closure
   1) Will your relationship continue once they graduate
   2) Are they ready to graduate?
   3) Are they taking GRE, LSAT, etc.?
      i. Please click on the following in link to get more information on tests and testing sites
         http://www.depts.ttu.edu/testing/
II. Graduation necessities
   1) If graduating, do they have everything? (Gown, Invitations)
III. Ring Ceremonies
   1) Are they going to attend? What are the dates?
IV. Convocations
   1) Are they attending any Convocations?
      i. Make sure they have the appropriate Stoles.
   ii. Who do they get those from?
V. Family Accommodations
   1) If graduating, are you walking the stage?
   2) Who is coming?
      i. Make Hotel reservations early if needed.
      ii. If staying with you make sure roommates have been notified ahead of time
      iii. Having a graduation dinner, where? Make reservations early
VI. Important deadlines
1) Last day for UNDERGRADUATES to remove I and PR Grades - May 3rd
2) Last Day to Order Invitations/Academic Regalia At bookstore - March 20th

Outcome: Reflect on the previous semester and plan out semester.

Action Item: Create new Smart Goals or redevelop Smart Goals if the ones from previous semester were not completed.

D. Academics- Freshman, Sophomores, Transfers

Time: Feb 29th - March 10th

I. Advising/Schedule
   i. Appointment with Advisor
   ii. Make sure classes are on track

II. Mid-Term Grades
   i. Discuss where they are at grade wise.
      Reminder: Mentor Tech runs a mid-term grade report. While we cannot discuss those reports we will highly encourage everyone to discuss grades.

III. Professor Meetings
   i. Introduce themselves to professor
      TIP: It is good practice for students to take the time to introduce themselves to their professor. It helps for the professor to know their faces and not just their R number. The professor will recognize that they are in class and can help make the difference between passing and failing.
   ii. Schedule Mid-term Meeting
      a. Make sure that they are aware of where they are at and what they need to do to be successful

IV. Tutoring
   i. Do they need extra help?
      Reminder: Mentor Tech will assist in helping find free tutors, We provide a study area with free printing in Doak Hall 101C. We also have study sessions once a month from 6 – 8 p.m.
V. Classes, Major, declare Minor
   i. Have they declared a Major, Do they want to change their Major?
      TIP: If a student is unsure of Major- Suggest they shadow individuals in their area of interest to help them decide.
   ii. Declare Minor
      a. Guidelines for individual colleges

E. Academics- Junior, Senior, Graduate Students
   I. Declare intent to graduate
      i. One year prior to expected graduation date.
      ii. Meet with Advisor
   II. Major on track
   III. Mid-Term Grades
      i. Discuss where they are at grade wise.
         Reminder: Mentor Tech runs a mid-term grade report. While we cannot discuss those reports we will highly encourage everyone to discuss grades.

IV. Letters of Recommendation
   i. Submit Request in a Timely Manner
      Tip: Most people are always happy to provide recommendation letters, however it is always important to ask with a least a two week notice from the date that the student needs the letter. Many programs and individual have forms that you can submit your request with. Mentor Tech does have a specific form and requires at least a two week notice.
   ii. Provide resume for reference

V. Professor Meeting
   i. Introduce themselves to professor
      TIP: It is good practice for students to take the time to introduce themselves to their professor. It helps for the professor to know their faces and not just their R number. The professor will recognize that they are in class and can help make the difference between passing and failing. Also you may need a recommendation letter from one so make sure they know who you are.
   ii. Schedule Mid-term Meeting
      a. Make sure that they are aware of where they are at and what they need to do to be successful

VI. Advisor Meeting
i. Appointment with Advisor
ii. Make sure classes are on track

Outcome: Review the concerns that the student has and guide them to the resources available on campus, if needed. Discuss how the student is staying active and ways they can handle stress.

Action Item: Create Smart Goals on how to deal with time management that could help in dealing with stress and utilizing campus resources.

F. Leadership
Time: Feb 9th – Feb 28th

I. Running for Office in Orgs
   i. Consider becoming a Protégé Advisory Committee (PAC) Leader

   PAC leaders are students that have demonstrated the leadership skills that allow them to excel in being peer mentors to students in the Mentor Tech program. They are peer mentor to no more than 11 students for the upcoming academic year. They are given the opportunity to represent Mentor Tech at various events on and off campus, as well as learn office management and event planning, by assisting in the office and developing workshops for the upcoming year.

   ii. Are they prepared for the responsibility
       a. Time
          i. Do they have time for everything including rest?
       b. Classes
       c. Work
       d. Dedication

II. Involvement
   i. Are that too involved
   ii. Not involved enough
   iii. What their involvement is in regards to major?

III. Religious Affiliations
   i. There are many organizations that will fulfill their spiritual needs
ii. Retreats
   a. Leadership
   b. Spiritual

Outcome: Staying involved on campus, possibly becoming a PAC Leader, how this can help the student be more engaged in Lubbock and at Tech. Encouraging student to take a leadership role.

Action Item: Create Smart Goals and looking at orgs that the students want to be more involved in, possibly taking a leadership role.

G. What’s Next?/Closure
Time: April 1st - May 8th

I. Ending/Continuing the Relationship
   i. Will you continue your mentor relationship in the upcoming year
      a. If so what will you do to stay in contact over the summer break
      b. What would you like to work on to strengthen the relationship
      c. What areas do you work on to continue academic success

II. Graduating/Transferring
   i. Are you ready for the “real” world
   ii. If transferring are all the loose ends tied up?

III. Summer Goals
   i. What does your summer look like?
   ii. Are you working?
   iii. Internship?
   iv. Taking classes? Will they transfer over?

IV. Living Situation
   i. If moving have to you planned for moving? For cleanup?
   ii. Do you have a place to live? Read your contracts

V. Review of The Semester
   i. Did they get the GPA they were hoping for?
   ii. Did they struggle? How?
      a. Did they manage time well?
      b. Number of hours? Was it too much or not enough
      c. Did they utilize on campus resources?
      i. If no, why not?

VI. Grades
i. What was their GPA?
ii. Are they ready for 2nd semester
   a. What can they do differently?
   b. What worked

H. Semester Assessment-Upper Levels
   Time: April 1st - May 8th

I. Closure
i. Are they graduating?
ii. Have they tied up loose ends?
   a. Living situations
   b. Finances
iii. What are they going to do over the holiday break
   a. Interns
   b. Study abroad
   c. work

II. Maintain Networking Contacts
   1) Ask them to touch base with people that have met over the course of the semester
   2) Send thank you notes to those they feel have been helpful

III. Exit Loan Interviews/Important Documents
   1) Have they done theirs?
   2) Have they applied for financial aid?
   3) Do they have all the paper work?
      a. Tax papers

IV. Contracts
   1) Housing
   2) Do they need to find someone to sublease?

V. Preparations Next Chapter
   1) Are the ready for the next semester
      a. Classes
      b. Internships
      c. Study abroad
      d. Work
      e. Graduate school

Outcome: Understanding where your relationship is and if it will continue. Students plans for the future and addressing possible obstacles.

Action Item: Decide if the match would like to continue next year, plans after graduation.