REQUIREMENTS:

Q: What are the requirements to be a Protégé in Mentor Tech?

A: You must be enrolled at TTU/TTUHSC (undergraduate/graduate student). You must maintain communication with your Mentor and assigned PAC leader. You are required to attend 3 academic/career development workshops and 1 social a semester. Click the following link to learn more about becoming a protégé. [http://www.depts.ttu.edu/mentortech/protege.php](http://www.depts.ttu.edu/mentortech/protege.php)

Q: What are the requirements to be a Mentor in Mentor Tech?

A: Any Faculty, staff or graduate student of Texas Tech University/Texas Tech Health Science Center can be a mentor. They are required to maintain weekly contact with their protégé. They must have at least 2 face to face interactions a month. They are required to log in interactions in our online system. They need to maintain contact with their Mentor Cluster Leader (MCL). While they are not required to attend any workshops or roundtables it is HIGHLY encouraged. Click on the following link to learn more about becoming a Mentor. [http://www.depts.ttu.edu/mentortech/becomementor.php](http://www.depts.ttu.edu/mentortech/becomementor.php)

Q: Do I have to fill out the whole application?

A: Yes, in order for us to match you the whole application must be completed. It is very difficult to match anyone without knowing about them. If the application is not complete it will delay matching you. Incomplete applicants will be emailed asking them to complete their application and remain unmatched until complete.

MATCHES:

Q: As a mentor, how many people will I be matched with?

A: A Mentor can have, at the most, 2 protégés. A Mentor will also have Mentor Cluster leader.

Q: What is a Mentor Cluster Leader (MCL)?

A: A Mentor Cluster Leader (MCL) is a mentor that has participated in Mentor Tech for at least one academic year. Each MCL is responsible as a point of contact for a maximum of 11 mentors. They are matched with mentors based on the major of the mentor’s protégé. They are required to maintain
weekly contact with their mentors and to meet with them at least once each semester. An MCL will also mentor up to two protégés. Click on the following link to meet the 2015-2016 Mentor Cluster Leaders. 
http://www.depts.ttu.edu/mentortech/mcl.php

Q: How many mentors will a protégé have?
A: All Protégés will have a peer mentor (PAC Leader). A protégé will have a Mentor (faculty, staff or graduate student), unless they are on the waiting list for a mentor.

Q: What is a PAC leader?
A: A PAC Leader is a member of the Protégé Advisory Committee. They have been a member of Mentor Tech for at least one academic year and represent Mentor Tech at various TTU and community events. They must maintain a 2.5 Cumulative GPA. Each PAC leader is a peer mentor to a maximum of 11 protégés. They are matched based on Major. PAC leaders are required to maintain weekly contact with their Protégés. PAC Leaders are required to attend at least 50% of Mentor Tech events and to work in our office for 1 hour a week. Click on the following link to meet the 2015-2016 PAC.
http://www.depts.ttu.edu/mentortech/pac.php

Q: When will I be matched?
A: Matching for the upcoming year begins in July. New matches will meet for the first time at the Mentor Tech Match Orientation which is held the Wednesday before the fall semester begins. All participants will have a PAC leader and MCL assigned to them.

Q: What if I haven’t been matched?
A: If you haven’t been matched you will be placed on a waiting list. However all participants will have a PAC leader and/or MCL assigned to them and can attend any Mentor Tech events without having been matched.

Q: How long will I be on the waiting list?
A: We make every effort to try to match you as soon as possible. However it is dependent on your application. We ask that your application is as detailed as possible in order for us to make the best matches that we can. It also depends on the number of mentors that we have participating the program. We are constantly recruiting mentors.

Q: I applied for the program in June, why haven’t I been matched.
A: While we make every effort to ensure that all matches are matched in order of application. We will not make matches that do not seem like a good fit just to say they are matched. It is a very important process that does not always allow for matches based on timely submission.

Q: May I request a specific match?

A: Absolutely, if you already have someone you want to be matched with and they agree all you have to do is specify each other’s name in the box “Please provide any additional information you believe we should know about you” on your applications.

Q: I met my match at Mentor Tech Orientation and I don’t think we are a good fit.

A: While first impressions can go a long way, we ask that you be open-minded. We matched you together because we fully believe that you both have something in common. We ask that you make a sincere effort to get to know each other. Contact your PAC leader or MCL to get ideas on ways to get to know each other. They are an excellent resource to help strengthen your match. If you still feel that you are not a good match then contact our office we will review and see what else we can do.

**EVENTS:**

Q: How many events do I have to attend as a Protégé?

A: You are required to attend at least 3 academic workshops and 1 social event PER SEMESTER.

Q: How many events do I have to attend as a Mentor?

A: While there is not set number of events that a Mentor has to attend. It is HIGHLY encouraged that you attend any workshop/roundtable that interest you and/or your protégé(s). All our workshops are developed for the success of not only our students but for the mentor relationship. They are very helpful in assisting in developing and completing S.M.A.R.T Goals.

Q: Does Mentor Tech provide Study Sessions?

A: Yes we offer study sessions once a month. Please click here for a copy of our Semester calendar, to find our all locations, times and dates of all our Mentor Tech events.

Q: What if a protégé can’t attend the required number of workshops/events?
A: If a protégé cannot attend a workshop due to class/work scheduling conflict they need to provide our office with a copy of their class/work schedule showing the conflict EACH semester. We offer several workshops in order to provide them with every opportunity to attend. However if they do not meet the requirement and it’s not due to a scheduling conflict we offer one opportunity in the fall and one in the spring to donate (amount of our choosing) to a charity of our choosing to make up for the missing requirements. Please click the following link to view the Mentor Tech Events Calendar.  
http://www.depts.ttu.edu/mentortech/documents/Events_Calendar.pdf

Q: Who is allowed to attend academic and career development workshops?  
A: All mentors and protégés enrolled in Mentor Tech and their guest are allowed to attend any Mentor Tech event, unless otherwise specified. We highly encourage mentors attend workshops with their protégés if possible.

Q: How long do I have to stay at a workshop in order to be counted in attendance?  
A: Our workshops are strategically developed to ensure your college success, we prefer you to stay for the entire workshop. However we understand that that is not always possible. If you have a schedule/work conflict please provide documentation. You have to attend at least half of the allotted time per event to be counted in attendance.

Q: How do I know how many events I have attended?  
A: Please log into your profile at my.mentortech.ttu.edu and go to “Other” then you will clink “Events Attended”. Here you will see all the events you have attended for the academic year. If you feel that there may be an error please contact our office at 806-742-8692 as we keep all hard copies of attendance.

Q: Are workshops and Mentor Roundtables recorded?  
A: Some of the workshops/roundtables are recorded and available for viewing after the event. We always keep provided information, from any workshop and roundtable, to be given to those that were unable to attend. Please clink on the link to view Mentor Tech Event Videos.  
http://www.depts.ttu.edu/mentortech/mentor_tech_events.php

Interactions:  
Q: What do the Mentor/Protégé talk about?
Your match relationship will be what you make it to be. If you agree on a strictly academic relationship then you will talk a lot about classes and tutoring and career development. Some relationships are more social based on hobbies and interest. Please click the link below for a list of fun activities that you and your match can do together.

http://www.depts.ttu.edu/mentortech/documents/Fun_match_activities.pdf

What are acceptable forms of communication (interactions) between the Mentor and Protégé?

You may use texting, calling, email and of course face to face. We fully expect that you will decide together, which is the best way to communicate for your relationship. However 2 face to face meetings are required monthly.

How do you enter an interaction online?

On our website www.mentortech.ttu.edu will find a link to Mentor Tech Instructional Videos where you will find numerous videos on how to maneuver through the Mentor Tech reporting system. You will find step by step instructions for creating an interaction, creating a SMART goal, RSVP’ing for an event and viewing protégé/mentor information to name a few. Click the following link to go directly to the Mentor Tech Instructional Videos. http://www.depts.ttu.edu/mentortech/videos.php

Do I have to rate interactions submitted by my Mentor?

Yes, the only way that we can get a clear understanding of how successful your relationship is with your mentor is for you provide feedback on your interactions. Once an interactions I submitted you will receive an email. It will state that your mentor has entered an interactions and it is waiting for you to rate it. It will provide a link for you to rate the interactions and provide any additional feedback.

Miscellaneous:

Does Mentor Tech provide Study Sessions?

Yes we offer study sessions once a month. Please click here for a copy of our Semester calendar, to find our all locations, times and dates of all our Mentor Tech events.

How can a protégé request a tutor?

Please email us at mentor@ttu.edu to request a tutor. Please provide the protégé’s name, R number, course name and course number. Once that information is received an email will be sent out to all mentors and protégés. We also will network with other programs if we are unable to find any assistance.
Q: What does a protégé need to do if they do not have a ride to a social event sponsored by Mentor Tech?

A: Protégés that would like to attend one of our events but do not have a ride, are encouraged to notify their PAC leader. At every social event we have PAC leaders that volunteer to take protégés to events. A Mentor (if willing) may take a protégé to events as well.

Q: Does Mentor Tech offer a study area?

A: Yes. Mentor Tech has a study room located in Room 101 of Doak Hall. It is equipped with 8 computers and 2 printers. A protégé may print their papers for free. The area is open from 8 a.m. till 6 p.m. There are special extended hours during finals week.

Q: Do I have to make an appointment to meet with Mentor Tech Staff?

A: While we have an open door policy, there are instances that we recommend an appointment be made. Typically if you have a serious issue, family is town, or things of that nature that may require a little more time than usual, it is recommended to make an appointment. You may contact 806-742-8692 to schedule an appointment.