WASHINGTON COLLEGE
EST. 1782

The Office of Academic Skills
Course Mentor Program Application

What is a Course Mentor?

A Course Mentor assists students in understanding course material and interpreting lecture notes. Course Mentors attend all class meetings of the designated course, take notes, and more. This will ensure that the Course Mentor is on the same page as the student he/she is helping. Study sessions will be weekly through the duration of the semester. Regular meetings, along with orientation and training workshops, with the Assistant Director of OAS are mandatory. If necessary, Course Mentors will hold extra study sessions (prior to examinations).

Job Responsibilities:

a) New Course Mentors will be responsible for attending training orientation prior to semester and monthly semester meetings.
b) Meeting weekly with the professor on planning and organizing of material for sessions.
c) Course Mentors need to be able to communicate effectively to students about the availability of study sessions.
d) Responsible for turning in necessary weekly paperwork concerning data analysis of weekly sessions.
e) Above all, Course Mentors must model professional behavior to students and staff and handle issues such as class standards, grades, and student complaints in an appropriate manner.

Qualifications:

1. Prior enrollment with a grade of “A” or “B” in the target course is required.
2. In order to confirm student competency, a faculty recommendation is mandatory.
3. Completed Application form.
4. Good interpersonal and communication skills are required.

For additional information contact:

Lindsay Sears
Assistant Director of OAS
(410)-778-6384
LSears2@washcoll.edu

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The office of Academic Skills
Course Mentor Program Application Form

Please submit the application to Lindsay Sears, Assistant Director of OAS

NOTE: Successful Applicants must attend Course Mentor Training

Name: _____

Date: _____

Email (preferably your @washcoll.edu address): _____

Major Field of Study: _____

Classification (Check one): ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Cumulative GPA: _____

Please list the Course Mentor position(s) that you are applying for:

Course Name	*Course #*	*Professor*	*Class Days/Times*
Course Name	*Course #*	*Professor*	*Class Days/Times*
Course Name	*Course #*	*Professor*	*Class Days/Times*

Questions Regarding the Role of the Course Mentor

Please respond to the following questions. *(Attach a separate sheet)*

1. How would your describe the role of the Course Mentor?
2. What is your definition of academic success?
3. The primary goal of the Course Mentor is to establish "independent learning". What do you think this goal means? How would you promote the independent learning goal in study sessions?
4. Have you attended a Course Mentor session before? If so, please tell us about your experience.

Academic Reference:

Please list the contact information for one faculty reference. This will need to be an instructor of a Course Mentor section that you are applying for.

Name: _____ Title: _____

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NOTE: Please ask your reference to fill out the Faculty Recommendation Form.

Faculty Recommendation Form

Note to faculty: *Please return form to Lindsay Sears, Assistant Director of OAS, through campus mail.*

_____ _____
Name of Course Mentor Applicant Subject/Course

_____
Name of Recommender

Please rate the applicant in the following areas. (*comparison to other students*)

Subject Knowledge*-understands content*
☐ below average ☐ average ☐ above average ☐ superior

Communication- *Communicates effectively with you and peers. Articulates the concepts necessary to explain the subject.*
☐ below average ☐ average ☐ above average ☐ superior

Professionalism- *Demonstrates responsibility and is reliable.*
☐ below average ☐ average ☐ above average ☐ superior

Interpersonal Skills – *Displays the ability to relate to other students, build rapport, and express cultural sensitivity.*
☐ below average ☐ average ☐ above average ☐ superior

Please provide any additional comments:

Do you recommend this student to be a Course Mentor? ☐ Yes ☐ No

Signature: _____ Date: _____

If you have any questions and/or comments, please contact Lindsay Sears at Ext 6384 or LSears2@washcoll.edu