**Faculty of Health Sciences Peer Mentorship Program**

1. **Introduction**

Founded in 2011, the Faculty of Health Sciences Peer Mentorship Program was the first of its kind – completely student initiated and run. Since its inception, it has paired hundreds of first year FHS students with mentors who seek to guide and ease their transition from high school to the post-secondary environment. A mentor provides a point of contact on campus throughout the mentee’s first year, answering questions and providing support should any issues arise. Our executive team will oversee the program and provide support for mentors throughout the year, as well as plan events and meetings.

*Hours per week*: Approximately 5 hours (varies during the time of the year)

*Start Date*: June 2022 (with training happening in June/July and mentee recruitment in August)

*End Date*: April 2023

**Disclaimer**\*: The requirements may be subject to change, and you will be notified with any changes if any are made

1. **Mentor Expectations and Responsibilities**

Although this program is designed to be simple, flexible, and low maintenance, genuine commitment will be needed from you to ensure that first year students have the best possible experience. We have outlined basic responsibilities and expectations that you will be held accountable for as a Mentor.

These expectations include those that were established prior to COVID-19, and those that were implemented after COVID-19. Applying mentors are required to be comfortable in performing both prior and post COVID-19 roles and responsibilities because of the return of in-person learning and the future uncertainty of COVID 19.

1. **Responsibilities:**

* Attend mentor training on the dates provided (Or have a valid reason to not attend confirmed with the Director)
* Attend and participate in program events (you are allowed to miss one event per semester - all other absences must be pre-confirmed with Director)
* *Assist with the planning, logistics and development of ONE Peer Mentorship event once per year with a team of other mentors & executives (see section d)*
* You will be paired with a minimum of two mentees and expected to carry out “mentor duties” with each one. (See section b)
* Attend and encourage your mentees to attend various program events
* Keep in touch throughout the year with the executive members
* Complete/Submit Monthly summary forms and monitor the HSCI discord at least twice a month.

1. **Mentor Duties/Expectations:**

* Meet with mentees face-to-face at least once at start of the year (at Meet and Greet preferably)
* Carry out (at minimum) 6 mandatory contacts with your mentees, as designated by the program.
* Provide support and guidance to your mentees throughout the Fall and Spring semesters.
* Keep all information shared by your mentee confidential (unless your mentee is in an unsafe situation).
* Create and maintain a positive, welcoming, and friendly relationship with your mentees.
* Maintain a professional relationship with your mentees and set boundaries.
* Assist with the planning, logistics and development of ONE Peer Mentorship event once per year with a team of other mentors & executives (see section c)
* Be knowledgeable about university resources and support services.
* Be willing to share your first-year experience and the ways you adjusted.

1. **Compensation:**

Volunteer

* You are welcome to ask someone from the executive team for a reference – but please assure that you are actively participating in the program and fulfilling your role responsibilities on a timely basis.
* You will also get CCR credit (according to your fulfillment of required summary forms required discord shifts monitoring, and required events responsibilties).

\*\* Please Note: *We will have a limited number of mentor positions available for students on Co-op during the 2022-2023 school year. Campus and online presence and attendance is a vital component of our program therefore preference will be given toward students who are regularly on one of SFU’s campuses and/or taking courses.*

1. **Boundaries**

As a mentor, you have a number of responsibilities and expectations, as discussed and outlined. However, it is crucial to understand your boundaries as a mentor. These should be clearly communicated with your mentees as soon as possible, and reiterated as needed. You cannot do/be everything! Trying to carry out responsibilities outside of your role may seem like a helpful thing to do, but in fact, it may end up doing more harm than help (Additional training will be provided).

A mentor **is not**:

* A professional counselor or therapist
* A surrogate parent
* A romantic partner
* A tutor
* “All-knowing”
* An academic advisor

When establishing these boundaries, it is also useful to discuss expectations with your mentees. What do they hope to get out of this program? What role do they expect you to play in their lives? What do you expect out of your mentees? Do they think you will answer if they call you at 2:00am, or have you told them not to call you past a certain hour? Questions like these should be discussed as soon as possible, since it will help clarify your boundaries and bring light to any discrepancies between expectations.

If you every have any troubles, frustrations, or issues (for instance, if your mentee refuses to accept one or more of your boundaries) you are always free to contact the executive team!

1. **COVID-19**

We appreciate your patience as we navigate this program to be completely online. The following are some of the changes we made (***as of November 10, 2020***) to the program given the restrictions brought on by COVID-19. Please note that these are subject to change based on program needs.

* Mentors are to **offer** zoom check-ins to their mentees in addition to the text/email format they’re using. You are under no obligation to meet your mentees in-person in these circumstances.
* Instead of helping with planning one event for the program, we would like mentors to attend, encourage their mentees to attend and help brainstorm possible events for the program to hold. Any ideas should be **shared** through email, with the summary forms or the peer mentors discord channel.
* *Just want to reiterate a point from above:* **Attend and participate** in program events (you are allowed to miss one event per semester - all other absences must be pre-confirmed with the executive team)
* Mentors are to sign up for at-least **TWO shifts each Month** to moderate the HSCI Discord. Mentors are to document any inappropriate use of the discord and let the executive team know. In addition, if students post questions, please respond appropriately.
* Continue sending summary forms, **on time**, via the websurvey. The Mentor/Mentee Coordinator will send monthly forms with updates every month.