What To Do in the First Eight Weeks as a Work Study Mentor

		Accomplished? Notes?
WEEK'S ONE AND TWO: GETTING STARTED		
At your school(s)	1. Locate main office and introduce yourself to the secretary/office staff 2. Set up a time to meet with the site supervisor, campus staff to learn about your new school and discuss your responsibilities 3. Find your office/desk/space • You may need a key to access your office (seek out your custodian – he/she is somebody you'll definitely want to be on good terms with!) 4. Where is your mailbox? (if designated) 5. Take time to explore your school/s 6. Prepare a little blurb to introduce yourself at the 1st staff meeting • This does not have to be something fancy, just a simple, "Hello, I am …. and I work with…. " and let them know where you can be found • This is a very good time to let everyone know what your schedule is and where you are located • LET THEM KNOW WHO YOU ARE! 7. Establish a system of communication between you and your site supervisor. • Get all their contact information including office phone, cell phone, and email • Set out a work plan to best help you understand your role 8. Establish a system of communication between you and the students. • Notes paper clipped to sign-in log • In box, student folders, anything . . . JUST HAVE A SYSTEM! 9. Try to get students to keep good records of what they have done with you in the GO Center – this makes everyone's life a little easier.	
In your office/space/desk	1. Review your mentor handbook and training information carefully 2. Get with your Site Supervisor to set up your e-mail or temporary access • Do this as soon as possible; it makes life much easier • If you're having problems, let someone know! 3. Familiarize yourself with your surroundings • Do you see the makings of a functional space? • Are there supplies you desperately need? Ask someone where to find these supplies • Start digging through files, folders, other resources, etc. . . . EXPLORE! Find out what your site has and doesn't have	
Now you're ready	1. Make contact with teachers, counselors, other peer mentors • Send out your introductory letter, give them a call or for those that have email, send them a message • LET THEM KNOW WHO YOU ARE!	

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On the side . . .	1. Get your photo ID from Human Resources or designated located. Get with your Site Supervisor for help. 2. Make sure you have a copy of the campus schedule 3. Look for allies • In addition to your site supervisor seek out other faculty and staff that will help you reach students effectively – seek them out! • Inquire about other outreach programs on campus and see if there are ways to collaborate 4. Enter your service activities weekly in your monthly report, be sure to turn it in to your supervisor at the end of the month. . . on time! 5. Try your best to post a weekly schedule with all your contact information listed – staff and students will appreciate it 6. Take time to put it all together • Talk to your other team mentors via email • There really are no dumb questions • You will get the hang of it, it does make sense • Do not be afraid to contact your supervisor if you have any questions during this adjustment period. 7. Document ALL activities you coordinate and collaborate with others on. You will provide this information on your monthly report and it is a lot easier than going back to rementor what you did each day.	
WEEK'S THREE AND FOUR: FEEL THE GROOVE		
Organize, Organize, Organize	1. Send out a “presentation request” form or a list of services you can provide to teachers and staff to let them know you are available to present on college readiness. • Though your site(s) needs may be met, this is another good way to let staff know you’re there to serve • The sooner you have a system set up to organize everything the more effective you’ll be • Use binders, folders, notebooks, bins…. anything, but make sure you use it. All that matters is that it works for you and doesn’t leave students, teachers, or students hanging	
Leave a paper trail	1. Whenever a student visits the GO Center, they MUST sign in during each visit. 2. Please be sure each student has a pass to be in the facility, talk to your site supervisor if there is a problem with unauthorized permission and how to handle the situation. As a mentor you MUST follow the rules and regulations of the school you serve. Even if the student says they are authorized to be there, you need to verify this ahead of time. You will be held accountable. 3. Once students have signed in and you are working with them, use the excel spreadsheet or online database to maintain your records.	
On the side . . .	1. Look for project collaborations, College and Career fair dates 2. Monthly Report is due! 3. Keep in contact with team mentors 4. Ask questions!	

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WEEK'S FIVE AND SIX: YOU'RE DOING IT!		
Get Involved	1. Is there anything at your site(s) that is in need of your attention? • What areas can your experience be effective? • Teacher with special circumstances that you may be able to help • Would your site supervisor/staff like to use your creativity and experience for something college readiness related? 2. BE VISIBLE AT YOUR SITE(S)! 3. Do you see a possibility for a project-wide collaboration?	
Checking In	1. Are student's needs still being met? Have you been able to assist students with college application and scholarship searches? 2. Have you developed a good working relationship with your Site Supervisor and faculty/staff mentors? 3. Is there a project coming up that you need to prepare for? 4. Have you addressed any questions or concerns with your site to your site supervisor? 5. Is everyone signing in when they enter the GO Center? 6. Have you been keeping up with your reporting? 7. Are you ready for a site visit?	
Catch up	1. Are there any projects/assignments you're behind on? • Who mentioned they could use some additional help? Follow up. • Are you touching base with the students that you've been working with on a regular basis? • Is there more info I could get from your site supervisor? • Is there additional training you will need to help you at your site? Email your supervisor with suggestions. 2. By now, things should be making a good deal of sense to you	
WEEK'S SEVEN AND EIGHT: UNDER CONTROL, RIGHT?		
You are comfortable with this project and your service	1. You've been working with your site supervisor and students for weeks now 2. Staff refers students to you on a regular basis 2. You are submitting reports, timesheets, and mileage in a timely manor 3. You've been asking questions since week one and it's paid off!	