



**FACULTY OF ENGINEERING
& APPLIED SCIENCE**

ENGINEERING

Peer Mentor

Program

HANDBOOK

Welcome!

The **Engineering Peer Mentor Program** offers the opportunity for new undergraduate engineering students to be paired with a more senior undergraduate student. Peer Mentors volunteer to support Mentees in making a successful transition into university life by connecting them with on-campus events, services and resources that are available. Providing social support and practical advice as new students pursue their academic life on campus is the goal of all Mentors. Both Mentors and Mentees benefit from leadership and social support as they fully engage in university life and all that it has to offer.

This handbook is a reference for you that includes background information, Program guidelines and ideas to do with your Mentee. Feel free to refer to it at any time.

We want to thank you for offering your time to support and help other Engineering students. Your time, energy and dedication is much appreciated! Have a great semester with your new Mentee!

The MENTOR

Benefits of being a Mentor

- Connect with and welcome new students
 - Develop communication and leadership skills which are valuable assets for your future career
 - Engage in university and engineering related events
 - Build sense of campus community
 - Share experiences with new students seeking help
 - Give back to the university community
 - Empower the next generation of students to excel academically, personally, and professionally.
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Who is a Mentor?

An Engineering Peer Mentor must:

- be in good standing with a UGPA of at least 60% or higher;
 - be willing to help others learn in a positive environment;
 - have excellent interpersonal skills;
 - be available during the semester;
 - not be on a coop term during mentorship;
 - have broad academic interests.
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- ❖ Previous leadership experience is an asset; but not required
 - ❖ Previous tutoring, mentoring is an asset; but not required
 - ❖ Additional languages is an asset; but not required
 - ❖ Prior work involving student support is an asset; but not required
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Responsibilities of a Mentor

- 12-15 hours/semester or 8-10 meetings/semester
 - Attend 1 ENGG-specific event together with Mentee
 - Attend 1 UR event together with Mentee
 - Complete Tracking Sheet. Submit Tracking Sheet to Academic Advisor at end of semester.
 - Sign Confidentiality Agreement
 - Understand and sign Engineering Peer Mentor Program Policy Acknowledgement
 - It is expected that the Mentor will inform the Mentee of any cancellation at least 24 hours before the meetup
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Upon Completion of the semester

- Certificate of Achievement
 - An honorarium is awarded to you if you meet the program requirements. Submit Tracking Sheet within deadline.
 - Reference letter (must be requested)
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Mentor Boundaries

While mentors are here to guide and empower students, there are certain things they are **not** responsible for:

- **Offering assignment feedback:** Mentors aim to empower students to improve their skills but do not directly influence assignment content or quality.
 - **Acting as course tutors:** Mentors provide non-judgmental academic support but may not possess expertise in specific course materials.
 - **24/7 Availability:** Mentors have their own commitments and may not always be available; communication should be coordinated and respectful of their time.
 - **Replacing Academic Advisors:** Mentors complement the role of academic advisors but do not replace them. They can offer additional support and insights from a students' perspective.
 - **Counsellor:** Mentors are not professional counsellors, nor should they counsel mentees on any personal issues.
 - **Professional Relationship:** The Mentorship relationship must be and remain professional. The mentor may not seduce or make any unwanted sexual advances toward their mentee, or vice versa. The mentor may not threaten their mentee in any way, shape, or form or vice versa. Vulgarity, racism, and sexism are strictly not tolerated.
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The MENTEE

Benefits of being a Mentee

- Networking and meeting new people; increase your social network
- Learning about university life; accessing resources, supports and services
- Connect with the University of Regina and RESS community
- Understanding what to expect in your program and as a university student
- Exposure to new and different perspectives from senior level students
- Learning from senior students' experiences
- Improved leadership and communication skills
- Increased self-confidence and self-awareness
- Being supported by someone and advocated for
- Being encouraged and empowered in personal development

Requirements of Mentee

- Registered in at least 3 classes (not RTD, MW, ARP, ATP)
- Engineering student
- Willingness to learn; open-minded
- Commit to meet with Mentor on a weekly basis
- Complete Peer Mentor Program requirements within the semester

Responsibilities of Mentee

- 12-15 hours/semester or 8-10 meetings/semester
 - Attend 1 ENGG-specific event together with Mentee
 - Attend 1 UR event together with Mentee
 - Complete Tracking Sheet. Submit Tracking Sheet to Academic Advisor at end of semester.
 - One Academic Advising session check in during the semester
 - Participate in the Peer Mentor Program Orientation
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Ideas to do with your Mentee

Week 1 – New on campus

- Attend Orientation and meet your new Mentor/Mentee
- Tour the campus
- Attend new semester events on campus
- Hang out in RESS

Week 2 – University Life

- Discuss university life. What is expected from students?
- How is the relationship with instructors? Encourage students to reach out to their professors. Check their office hours.
- How to prepare an assignment? A lab assignment?
- Where to buy books for classes? New? Used?

Week 3 – Networking

- Anything happening on campus that you both would enjoy? Cougars Basketball? Cougar's Hockey?

Week 4 – Academics

- Remember you are not a tutor. But you are a resource! Remind students where they can find a tutor or get extra academic support
- Student Success Services have lots to offer. Check out their website and share with your Mentee.

Week 5 – Check in with Mental Health

- How is your Mentee really doing? Check in and provide him/her with supports, services and resources if necessary.

Week 6 – Mid-term prep.

- Do you have any study/organization tips and tricks to help your mentee?

Week 7 – Coop/Internship and Volunteering

- Have you even been on a coop or internship workterm? Any advice to give your mentee?
- What about volunteering? How has that affected your academic life?
- Encourage mentee to network with those in the industry, professors, communities.
- Check out CESL-Centre for Experiential and Service Learning.
<https://www.uregina.ca/cesl/>

Week 8 – URSU Resources

- URSU has so much to offer! Introduce your mentee to all the services, clubs, events that it has to offer. <https://ursu.ca/>
- Student Advocate <https://ursu.ca/services/student-advocate/>
- What is offered in the Health Plan? Let your mentee know!
<https://ursu.ca/services/health-plan/>
- Food Security <https://ursu.ca/services/ursu-cares-pantry/>
- myWellness – online mental health support. An excellent resource!
<https://www.mystudentplan.ca/ursu/en/mywellness>

Week 9 – Registration for classes

- Tips and tricks to register.

- What is the best elective to take? The easiest? The hardest (to stay away from!)
- Does your mentee know about Rate My Prof?
- Remind students to meet with an Academic Advisor to further advising

Week 10 – Social Media resources

- Check out Harlan Cohen Instagram. There are many others specific to engineering.
- Interesting Instagram links include: uofrengineering, weareallengineers, uorr_engsoc, was_i_your_prof
- Share your favorite links and pages with your mentee.

Week 11 – Women in Engineering

- Beginning of March. Check out the events that are happening on campus.
- Any famous female engineers you know of?

Week 12 – Engineering Capstone Project Day

- Beginning of April. Be sure to invite your mentee to share part of the day with you. It's so important for new students to see the Capstone Project Day!