As an **AEMES Peer Mentor** I understand that I am expected to:

- participate in peer mentor training (at the beginning of each semester);
- attend the peer mentoring kick off event in September;
- check in with my assigned mentee at least once a week. At least once a month this check-in will be face-to-face;
- follow up with my mentee about her short-term and long-term goals and assist her in achieving these goals;
- take my mentee to office hours at the beginning of the academic year, or confirm that she has gone on her own;
- complete an online monthly mentoring report;
- make an effort to attend mentoring social events;
- participate in the extended peer mentoring network as needed. Other mentors or faculty/staff may have more expertise in particular areas of interest to my mentee. Similarly, other mentors or mentees may look to me as a resource, and I may be contacted with questions;
- communicate reliably with the AEMES Mentoring Team;
- let the AEMES Mentoring Team know if my mentee is really struggling.

I, ____________________________, understand and agree to the above terms and responsibilities of being an AEMES Peer Mentor.

Signed________________________________ Date______________________________