Thank you for your willingness to be a President’s Scholar of Excellence (PSEP) Faculty Mentor! PSEP Faculty Mentorship Program is one of several supports and guarantees offered to incoming PSEP recipients - students with the highest academic achievements.

The goal of the Faculty Mentorship Program is to provide PSEP students with access to a faculty mentor in their first year of study. Your role is to support PSEP students’ navigation of their academic interests. This means you’ll assist your PSEP student in developing and exploring their academic goals, and you will act as a resource for academic topics. By enabling students to develop personalized faculty connections, PSEP Faculty Mentors play a key role in positively enriching the undergraduate experience of PSEP students. This guide is meant to support you as a PSEP faculty mentor.

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Your main contact:
Rebecca Shaw, MEd (she, her, hers)
Student Success Coordinator, Academic Initiatives | Centre for Student Engagement
University of Toronto Mississauga | 3359 Mississauga Road, Davis Building Room 2077
905-569-4567 | rebecca.shaw@utoronto.ca
Your PSEP student will have access to the following additional opportunities offered by our campus partners.

- A financial scholarship (University of Toronto Awards Office)
- Admission to a utmONE Scholars seminar (UTM Centre for Student Engagement)
- Access to part-time meaningful on-campus employment during second year (UTM Career Centre)
- Access to an international learning opportunity (UTM International Education Centre)
- Access to a research experience (UTM Experiential Education Unit)

More details available at the PSEP website and in the PSEP Student Handbook.

In August, you will be given more information about your PSEP student including a personal note they've sent about their interests and goals and contact information. PSEP students will be asked to reach out to you to initialize your first meeting. You will also be sent an invitation to our PSEP Welcome Event in the Fall Term. You are welcome to attend this event if you are able, but it is not mandatory. Your main contact with your PSEP student will be through your one-on-one meetings.

**Mentor Responsibilities**

- Faculty mentors are recommended to meet with their PSEP student mentee at least once a month throughout the 2019-20 academic year
- Faculty mentors should support and guide their student mentee throughout the mentorship period
- Faculty mentors should help their student mentee navigate their academic interests
- Faculty mentors should assist student mentees in developing and exploring their academic goals, as well as a resource for academic topics
- Faculty mentors should refer their student mentee to relevant resources and campus services that are available for them at the university

**Mentee Responsibilities**

- PSEP students are recommended to meet with their faculty mentor at least once a month throughout the 2019-20 academic year
- PSEP students are required to set meeting times with their mentor that work with both their schedules
- PSEP students are encouraged to complete a mentorship log to keep track of their reflections on their mentoring experiences
- PSEP students are encouraged to come prepared for their meeting with their faculty mentor. See “Recommendations” section of this handbook for topics to talk about with your mentor.

It is a mentee’s responsibility to schedule meetings and accommodate their mentor’s schedule. In most cases, the first meeting is a good time to discuss expectations and set goals for the relationship.
Each mentorship relationship is unique; therefore, you are encouraged to help your student mentee develop themes/topics to discuss during your meetings. However, it is the mentees responsibility to develop topics and come prepared to the scheduled meetings, as stated in their PSEP Student Handbook.

Furthermore, as a mentor, your role is to provide support to your student mentee to the lengths that we state as part of the mentorship program. You are not required to act as a personal counsellor, and we would recommend you refer your student to the appropriate on-campus resources when necessary.

**Mentorship Tips**

The following four factors have been identified as central pillars of a successful faculty-student mentoring relationship:

- Mutual Respect
- Trust
- Understanding
- Empathy

**Based on these four pillars, good mentors usually are:**

- good listeners
- good observers
- good problem-solvers

**Some tips on building respect and trust:**

- Take students’ questions, doubts, and concerns seriously; address their fears as they might mask potentially serious matters
- Do not dictate answers but suggest different possible roads/ways
- Be frank and direct; set clear limits in what you can and cannot do
- Help students build self-esteem by providing praise as well as suggestions for improvement
- Encourage students to build networks and have other mentors
- Meet on neutral grounds and in different places (for example, in your lab or in a café instead of your office)

Faculty Club Lunches
Should you wish to meet with your PSEP student over lunch, the Centre for Student Engagement will cover the cost of the Faculty Club Lunch for you and the student. Please contact Rebecca (rebecca.shaw@utoronto.ca) in advance if you are planning to take advantage of this opportunity.

Student Success Coordinator Check-ins
In addition to meeting regularly with a Faculty Mentor, PSEP students are encouraged to meet with the Student Success Coordinator, Academic Initiatives (Rebecca). The main purpose is so that Rebecca can help answer questions related to the PSEP guarantees and talk through the student’s co-curricular involvement goals.

An initial check-in meeting will be scheduled with all 1st year PSEP students for early October and an end-of-year meeting will be scheduled in March. These are helpful for us to find out how the PSEP program is working for the students so that we can provide additional support and improve the program.

Scholars Collective
NEW! This year the Centre for Student Engagement will be hosting a series of exclusive community building events for students in the PSEP program and the utmONE Scholars program. Scholars Collective is a chance for current and past students to drop-in to participate in creative activities, games and share some snacks. It will be an opportunity for PSEP students to get to know their peers, learn more from each other, and get involved on-campus.

These drop-in sessions will occur a few times per term and students will receive an invitation by email with exact details prior to each event.

Helpful Resources
Below you can find several resources at UTM you might want to suggest to your students if they share specific questions or concerns. You are also welcome to refer students to Rebecca Shaw with the Centre for Student Engagement (DV 2077 or 905-569-4567) for further referrals to campus resources at any time.

Centre for Student Engagement (CSE)
If you have questions regarding your guarantees as a PSEP students or anything related to the President’s Scholars of Excellence Program, please contact Rebecca Shaw at rebecca.shaw@utoronto.ca.

Website: https://www.utm.utoronto.ca/transition/psep

Office of the Registrar (OR)
The Office of the Registrar offers a number of services for UTM students, such as academic, and financial advising. It is located in the Kaneff Centre.
Career Centre
The Career Centre helps students and recent graduates to make career & academic plans, based on self-knowledge & career information, identify & seek relevant experience and relevant network connections during & after UTM, and learn the process of lifelong career management. It is located in DV 3094.

Website: https://www.utm.utoronto.ca/careers/

Experiential Education Unit (EEU)
The Experiential Education Unit promotes unique experiential opportunities offered at the university, both within and outside the classroom.

Website: https://www.utm.utoronto.ca/experience/experiential-education-unit

Robert Gillespie Academic Skills Centre (RGASC)
The Robert Gillespie Academic Skills Centre offers students help with assists students in the process of writing essays/assignments, studying skills, math skills, and English Language Learner Support. It is located in the North Building, room 3251.

Website: www.utm.utoronto.ca/asc

AccessAbility Resource Centre
The AccessAbility Resource Centre provides those students that are registered with their department services like academic accommodations, AccessAbility advising, Learning Strategy Supports, and adaptive technologies. It is located in DV 2037.

Website: http://www.utm.utoronto.ca/accessability/

Health and Counselling Centre (HCC)
The Health and Counselling Centres provides all UTM students with medical care, counselling and psychiatric care, and health education. It is located in DV 1123A (around the corner from the bookstore).

Website: www.utm.utoronto.ca/health