Congratulations on being a part of the President’s Scholar of Excellence Program (PSEP). PSEP distinction is offered to a small number of highly qualified students. This program will provide you with a number of experiential and academic opportunities that will help you succeed during your time at the University of Toronto Mississauga. The PSEP Faculty Mentorship Program is one of several supports and guarantees offered to incoming PSEP students with the highest academic achievements. This handbook will provide you with further information on guarantees, as well as your responsibilities as a PSEP mentee.

PSEP Guarantees

- Financial Scholarship
- Faculty-Student Mentorship Program
- Admission to utmONE Scholars
- Part-Time On-Campus Employment
- Research Experience
- International Learning Opportunity

Overview of PSEP Mentorship Program

- Tips for Mentees

PSEP Support and Community

- Student Success Coordinator Check-ins
- Scholars Collective
- Helpful Resources

Mentorship Log (Template)
PSEP Guarantees

As a PSEP student, you are guaranteed a number of privileges. Please note that, though you are guaranteed these privileges, you are still required to apply to the respective program. If you have questing regarding any of these guarantees, please contact Rebecca Shaw, or the department that offers a certain guarantee.

**Entrance Scholarship**
*Department/Unit: University of Toronto Awards Office*

Upon your admission to the University of Toronto Mississauga, you will have received an entrance scholarship to aid in the payment of tuition in your first year. Questions related to your scholarship should be directed to the UofT Awards Office: awards.uoft@utoronto.ca

**Faculty-Student Mentorship Program**
*Department/Unit: Centre for Student Engagement*

The Centre for Student Engagement will connect you to a faculty mentor in your home department. Access to a faculty mentor is a unique opportunity for you to develop a close relationship with a faculty member in your chosen academic field and get valuable advice and guidance early in your academic career.

You are encouraged to use this program to give yourself a powerful boost as you embark on your new and exciting journey at UTM! Further details and guidance on your responsibilities as a mentee are included later in this handbook.

**Admission to utmONE Scholars**
*Department/Unit: Centre for Student Engagement*

In your first year, you are guaranteed admission to a utmONE Scholars seminar. These are smaller sized classes aimed to engage students and develop their critical thinking and effective communication skills.

An invitation to apply is sent to all incoming high-achieving students, including PSEP students, at the beginning of summer. The application period for the 2019-2020 Academic Year closed in June 2019.

**Part-Time On-Campus Employment**
*Department/Unit: UTM Career Centre*

During your second year, you are guaranteed access to part-time meaningful on-campus employment, with a maximum of 15 hours per week.

PSEP students can access Work Study jobs on the Career and Co-Curricular Learning Network (CLNx), and can search for Work Study jobs where on-campus employers have indicated that they would be interested in a PSEP student. Please come into the Career Centre for any assistance required.
Research Experience

Department/Unit: Experiential Education Unit

The Research Opportunity Program (ROP) gives students from second to fourth year a chance to participate in the research of a faculty member while earning course credit. Through the ROP you will gain practical skills and knowledge that can be applied to careers or toward future graduate studies.

You can view projects and submit your application through the ROPAPP. PSEP students can self-identify during the ROP application process.

If you are interested in participating in a Research Opportunity Program, you can apply in your first year of study. ROP projects are available for students in early March. A detailed table is available through the Experiential Education Unit website.

International Learning Opportunity

Department/Unit: International Education Centre

As a PSEP student, you are invited to a personal consultation with a staff member from the IEC to discuss learning abroad options through programs like Outbound Exchange and UTM Abroad.

PSEP students can contact the IEC for more information about international experiences and must complete any applications required to access these opportunities. Please note that this guarantee does not include funding, but financial assistance may be available if you have demonstrable financial need.
A faculty mentor is a professor at UTM that will mentor and guide you, the mentee, through your university experience. As a PSEP student, you are paired with a faculty mentor who will support your exploration throughout different academic interests. They will assist you in developing and exploring your academic goals, as well as act as a resource for academic topics.

### Effective Tips for Mentees

#### Preparing for the mentorship experience

It is important to have an idea of what you would like to learn and know as well as what kind of relationship you want with your mentor.

You've already provided us with some information to help us match you with a mentor, but before your first meeting, think a bit more about your goals and what you want to learn this year and share these with your mentor. This will help you and your mentor to establish the goals of your relationship early on and make a plan for the year.

#### Using the Mentorship Log

Completing the [mentorship log](#) is useful to track your meetings and topics you have discussed with your faculty mentor. It is also beneficial to complete the log in order to be prepared for your meeting with your mentor. Successful mentorship experiences happen when students have questions in mind or activities to suggest when meeting their mentors.
In the mentorship log, there is a section where you as the mentee may come up with a “theme” for your weekly meeting with your mentor. A theme is a general topic or idea that the meeting will focus on. For example, the theme for the meeting could be “Planning Ahead.” See the Themes/Topics section for more areas that you may want to discuss with your mentor.

You are not limited to the topics we recommend, but you are welcome to use them as a guideline.

**Effective Communication**

Effective and professional communication is an essential part of a successful mentoring relationship.

* • In your written communication, be professional in your spelling, composition and phrasing.
  • Respect your mentor’s time and schedule – allow your mentor enough time to respond to email or voicemail before following up. Likewise, be sure to respond to your mentor promptly when they are sent you an email.
  • Practice **active listening** when you meet with your mentor, this includes asking them questions to find out more about the topics you are talking about.
  • Being professional and respectful doesn’t mean you can’t open up to your mentor about your learning goals and aspirations, please feel free to discuss your ideas and dreams with them.
  • Keep in mind that there are limits to the guidance your mentor can provide. They are meant to connect with you about your academic and professional goals. We have other supports on campus if you need additional help and guidance. See Helpful Resources.

**Summary of a Successful Mentee**

A successful mentee:

* • Is proactive in and committed to cultivating the mentoring relationship.
  • Is respectful of the mentor’s time (i.e., is punctual and gives advance notice of cancellations).
  • Thinks about questions and issues to discuss in advance of the meeting (i.e., has an agenda for the meeting).
  • Is willing to participate in an open and honest discussion about their background, interests, work experiences, and about their career goals.
  • Follows up meetings with a thank-you email (or phone call).
  • Respects the confidentiality and privacy of the mentor.
## Themes/Topics

### Academic Interests
Talk to your mentor about your academic interests, what you would like to pursue during your undergrad, as well as if you have plans to pursue graduate studies.

Ask your mentor:
- What were your academic interests during your undergrad?
- In term of academics, what would you still like to pursue, if anything?

### Planning Ahead
Talk to your mentor about how you can utilize each opportunity in your time at UTM effectively, in order to make the most of your university experience.

Ask your mentor:
- How can I get involved on campus in areas that I am interested in?

### Career
Talk to your mentor about your career interests. Even if you are not sure in the moment what field of work you would like to pursue, it may be helpful to talk through it with someone who has been through the process and has more experience.

Ask your mentor:
- How did you decide to pursue the field that you are currently working in?
- Is this what you always expected to be doing?

### Time Management
Talk to your mentor about how you can manage your time wisely with school, work, and other commitments you may have.

Ask your mentor:
- How can I balance my studies and my personal life?

### Enrichment Opportunities
Talk to your mentor about enrichment opportunities offered by the department, such as workshops, events, lecture series, etc.
Student Success Coordinator Check-ins
Figuring out how to take advantage of all of the opportunities available to PSEP students may seem daunting at first. In addition to your meetings with your Faculty Mentor, you are encouraged to meet with the Student Success Coordinator, Academic Initiatives (Rebecca) as well. Rebecca is available to help answer questions, talk through your goals, and provide you with guidance on how to plan your experiences over the coming years.

An initial check-in meeting will be scheduled 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 you so that we can provide you with support and improve the program. You are more than welcome to schedule a meeting outside of these times as well. Email Rebecca at rebecca.shaw@utoronto.ca and we can set up a time that is convenient.

Scholars Collective
NEW! This year we will be hosting a series of exclusive community building events for students in the PSEP program, the Pearson Scholars 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 you to get to know your peers, learn more from each other, and get involved on-campus.

These drop-in sessions will occur a few times per term and you will receive an invitation by email with exact details prior to each event.
HELPFUL RESOURCES
Below you can find several resources at UTM you that might be helpful to you. Your mentor is a great person for you to connect with if you have any questions or concerns! They may also provide you with helpful resources.

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

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
Mentorship Log (Template)

<table>
<thead>
<tr>
<th>Month:</th>
<th>(Note: It is recommended that you arrange a meeting with your mentor at least once a month. It is up to you as the mentee to contact your mentor and negotiate the timing and location of your meeting(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Theme/Topic:</td>
<td></td>
</tr>
<tr>
<td>Plan Your Meeting:</td>
<td>(Record your questions or talking points here)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting notes:</th>
<th>(Use this space to record notes during your meeting)</th>
</tr>
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</table>

<table>
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<tr>
<th>Post-meeting notes:</th>
<th>(use this space to record your reflections after the meeting e.g. do you have any follow-up actions to complete, is there anything you would like to talk further about at your next meeting, etc.)</th>
</tr>
</thead>
</table>