

# AMP MENTOR GUIDE



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## Frequently Asked Questions (FAQs)

### **What is AMP?**

The Academic Mentorship Program is an academic support service governed by the Lancaster Ghana Student Council (LGSC) that aims at providing experienced peer guidance and instruction for students in need or want of academic support.

### **Who can be an Academic Mentor?**

An Academic Mentor can be anyone who fits this criterion, as well as a has a genuine interest in helping people be their best academic and social self while providing a comfortable and welcoming environment to express that. The criterion is as follows:

- A.M must have taken the foundation program.
- A.M must be a first-year undergraduate student (for foundations students) or a second-year undergraduate student or later (for direct entry students)
- A.M must have attained a minimum of a B- in whatever academic aspect they choose to mentor in, whether it be a full mentorship or a partial mentorship.
- Must complete a mentor application.
- Must be willing to commit to the mentor program for a specified period of time.

Added to this would be a certain set of requirements you must have to be a mentor:

- Must possess effective communication skills.
- Must show a sincere interest in helping people.
- Must have respect for religious, political, sexual orientation and cultural differences.

### **Who can be a Mentee?**

This program is targeted, not just at foundation and direct entry students, but also at any student in LUG who feel that they are in need of help and guidance in their academic and/or social life. The ultimate goal of this program is to help motivate students to discover new and creative ways to define and achieve success at school.

### **What services do we offer?**

- Navigating the School System:
  - The Physical and Academic Infrastructure
  - Relating with the Lecturers
  - Accessing Campus Resources
- Balancing Academic Work and Social Life:

- Motivation
- Note-Taking Skills
- Organization and Time Management
- Tips on Procrastination and Stress Management
- Reading Skills, Study Habits and Strategies
- Maneuvering around On-campus and Off-campus Social Attraction
- Partial Mentorship: Mentorship arrangements whereby a person can mentor or be mentored in one particular area (such as module in a person's course or, any other aspect in their academic and/or social life).

### **Why become an Academic Mentor?**

Mentoring offers personal gratification through assisting new first year and foundation students with adjustment to university life. You help build a community with students outside of the classroom and ease discussions around academic and/or social difficulties. Not only that, but mentoring does also come with additional benefits:

- Start your Lancaster Award journey and receive 10 points towards the award.
- Invitation to Buddy Social events with a variety of delicious free food.
- Peer mentors increase their own social and professional networks.
- Peers mentoring gives the opportunity to develop mentoring skills that are essential in both academic and other careers.
- You receive a certificate of participation.

### **Role of an Academic Mentor**

- Participates in mentorship activities, such as meeting the mentee(s) at initial orientation.
- Reaches out to mentees to ensure the development and maintenance of relationships.
- Makes time for, initiates, and holds meetings with the mentee(s), as needed. Meetings may be weekly in the beginning, then decreased as needed.
- Mentors will keep track of the time spent with mentees.
- Provides opportunities for discussion and reflection on academic and social life, the mentor/mentee relationship and any other appropriate topics.
- Reviews specific short- and long-term goals with the mentee(s) and monitors progress toward these goals.

- Provides guidance, information, and feedback relative to the topics to the mentee, as well as counsel and strategies for working within a team framework.
- Helps mentee(s) to set priorities, manage time, and make wise choices among options and opportunities.
- Offers guidance on boundary setting (when and how to say “no”).
- Works with the mentorship team, meeting with them annually or as needed.
- Reviews progress and helps facilitate the mentee's success in meeting the established and agreed upon goals.
- Understands the needs of the mentee and is respectful of those needs by providing support that addresses the mentee’s needs.

**Will I only work with one mentee?**

Yes. Initially you are only paired with one mentee, however if for whatever reason your mentee cannot continue with the program or you would like a new mentee, we will look into getting a replacement for you. It is also important that in the event where a mentee may be without a mentor you may be asked to be that person’s mentor.

**DISCLAIMER**

*Please note that the Academic Mentorship Program is not an obligation to any mentor or mentee. Any and every student is free to opt out of the program where the relationship is not beneficial. It should also be considered that once a student has not completed the program, they will not be entitled to a participation certificate nor will their partial participation in this program be of any value towards their stance for a Lancaster Award, should they choose to apply for it.*

**Certain Rules to Follow**

- ❖ Mentor must make initial contact with mentee within one week of assignment.
- ❖ Mentors must communicate with proteges at least once every week.
- ❖ It is highly encouraged that all pairs of mentors and mentees are to be of the same gender but the LGSC understands that there may be situations where that may not be possible, i.e.:
  - a mentor or mentee wishes to opt out of the program leaving a mentee or mentor without a mentorship partner
  - the number of male and female mentors are not equal to that of the male and female mentees.

In light of such possibilities, a partnership between the two opposing genders will be considered.

- ❖ **Mentors and mentees must understand the importance of confidentiality and must make it a priority to clearly establish it at the infancy of their relationship.**

### The AMP Purpose

#### **Vision:**

Creating a campus environment where people can communicate easily with each other and safely discuss academic and social difficulties.

#### **Goals:**

- To provide students with academic support and connect them with as many campus resources as possible
- To cultivate a sense of belonging to the LUG community
- To help build strong mentor-mentee relationships
- To encourage participation in campus events, student clubs, research and internships

#### **Values:**

- ✚ Respect
- ✚ Confidentiality
- ✚ Integrity
- ✚ Trust
- ✚ Patience

#### **Structure & Flexibility**

We understand more than anything that this not just another program hosted by the SRC, but it is rather a way for you to add academic and social knowledge to your life and build new and meaningful relationships with one another. So as much and there *are* certain rules, regulations and guidelines you must follow, we encourage you to find your own style and navigate your mentor/mentee relationship in a unique way.

## AMP CONTACT LIST

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