# Academic Peer Mentorship program

## SAMPLE HANDBOOK

## Academic Peer Mentorship Program Description

To foster an environment of both academic and personal success, the **\_\_\_\_\_(college/school name)\_\_\_\_\_\_\_\_** has created the Academic Peer Mentorship Program (APM). This program matches undergraduate students with continuing upper-class undergraduate students. With social events, guided conversations and appropriate interventions, APM will foster a sense of belonging where new students may otherwise feel unheard, unseen, unprepared or unsure about their future at the UofSC.

## Mentor Requirements

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| 1. Maintain a **\_\_##\_\_** GPA.
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| 1. Complete all required in-person training.
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| 1. Attend (APM) social events when available.
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| 1. Maintain communication with the (APM) contact during both fall and spring semesters.

Examples1. Respond to the (APM) newsletter promptly via email, when requested.
2. Participate in GroupMe discussions when questions are raised.
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| 1. Complete at least **\_\_\_\_(#)\_\_\_\_\_** check-ins, conversations, meetings or interactions per **\_\_\_\_(frequency)\_\_\_\_\_\_** with each mentee during the fall and spring semesters.

Examples1. Respond as quickly as possible to questions from mentees.
2. Complete your monthly check-in in-person, when possible.
3. Calls, texts or emails are allowed, when necessary.
4. Facilitate meaningful conversations throughout each semester using **Monthly Milestones** found in this guidebook.
5. Share information and resources provided by the **\_\_\_\_\_\_\_(college/school)\_\_\_\_\_\_\_\_\_\_.**
6. Refer mentees to appropriate resources listed in the **Campus Resources** table found in this guidebook.
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| Please Note1. Avoid meeting in-private. Virtual meetings are encouraged.
2. Intimate relationships with mentees should NOT be pursued.
3. Any romantic relationships between mentors and mentees should be reported to the (APM Coordinator) so that the mentee can be reassigned.
4. Report concerns to the (APM Coordinator).
5. Remember that your conversations with mentees are private, but they are NOT confidential. Fulfill your “duty to inform” by reporting incidents of interpersonal violence, discrimination based on protected classes, sexual harassment or sexual assault to the (APM Coordinator) and Equal Opportunity Programs (see EOP in **Campus Resources**).
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## Best Mentorship Practices

The following suggestions are only a few of the ways that you can go above and beyond the minimum requirements for being an Academic Peer Mentor.

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| Set boundaries early. | * When are the best times to meet or contact each other?
* What are both of your preferred methods of communication (call, text, email, direct message, etc.)?
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| Complete monthly check-ins by inviting mentees into your everyday student life. | * Attend athletic events
* Play intramurals
* Eat at new dining halls together
* Visit student organization meetings
* Workout at the Blatt or the Strom (rock climbing, yoga, ballroom dancing, etc.)
 |
| Continue conversations beyond your required monthly check-ins. | * Text, email or message mentees weekly
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| Share your personal experiences and lessons learned. | * Interacting with faculty members
* Preparing for career fairs
* Going to interviews
 |
| Familiarize your mentee with the UofSC campus. | * Conduct your monthly meetings in new locations
* Bring your mentees to academic sponsored events
 |
| Encourage your mentees to get to know each other. | * Create a group message
* Schedule group check-ins
 |
| Follow-up after referring your mentee to campus resources. | * See **Campus Resources** table for best referrals and links
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## The Matching Process

Once new students (mentees) apply to the Academic Peer Mentorship Program, their preferences will help determine the current student (mentor) in which they will be matched. Preferences include major, gender identity, race/ethnicity/nationality, geography and age. If a match cannot be made due to incompatibility or unavailability, then mentors will retain their place in the program until a compatible mentee applies to the program.

## Monthly Milestones

The following guidelines are NOT a script. These conversation starters and learning outcomes follow the most important factors of a first-year student’s transition into the **\_\_\_\_\_\_\_(college/school)\_\_\_\_\_\_\_\_** throughout the fall and spring semesters of their freshman year. You may use any questions you like to make sure that the most important topics are addressed.

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| Fall Semester Ideas |
| August  | Start with basics.* Ask about their preferred name, where they are from, how best to contact them and what questions you can answer for them now.

Gauge their expectations about their major.* Remember to communicate the significance of the Add/Drop Deadline on **\_\_\_\_\_\_\_(date)\_\_\_\_\_.**
* Refer them to their academic advisor if they plan to make registration changes.

Offer tips and advice.* How to earn points toward football tickets, or tell them about what you learned or gained over the summer (vacations, jobs, internships, co-ops, etc.).
* This is a great time to tell them about some of the resources that have been most useful to you during your time at the UofSC (see **Campus Resources** for more ideas).
 |
| September | Check-in to see how their classes are going. * Listening and providing feedback related to your own experience shows support.
* Remember, you are not expected to be a tutor. Encourage your mentee to seek tutoring before they realize they need it.
* Offer suggestions for how best manage learning from different teaching styles.
* Encourage them to reach out to professors and take advantage of office hours.

Remind them to schedule their academic advising appointment. |
| October  | Ask about important upcoming decisions.* Inquire if your mentee is thinking of dropping a course before the WF Deadline or looking for off-campus housing.

Help your mentees consider their priorities.* Check on your mentees’ ability to say “No” when it comes to over commitment or overworking.

Share some of your healthy stress reduction strategies. * Remind them that there is individual and group counseling available through the UofSC Counseling and Psychiatry.

Ask them about their time management. * What goals need to be set for both academic guess and personal well-being?
 |
| November  | Follow-up on past referrals and advice.* Some previous strategies for academic, professional or personal success may need to be shifted.
* Does a follow-up appointment need to be scheduled with an Academic Advisor to discuss repeating a course?

Remind them to review their registration time ticket and to get any remaining holds lifted. |
| December | Ask them how they feel going into finals.* Do they have a plan for how they will prepare and study?

Review previously discussed success strategies. |

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| Spring Semester Ideas |
| January | Conduct a personal check-in.* Ask about their winter break. What did they do? Were they ready to come back to campus?

Do an academic check-in.* Do they need to make any changes to your schedule?
* How do they feel about their current major?
* Remind them of the Add/Drop Deadline on **\_\_\_\_\_\_\_(date)\_\_\_\_\_\_.**
 |
| February | Follow-up on past referrals and advice.* Revisit time management tips and study skills you discussed in the fall.
* Ask about involvement and how they are connecting with the campus community.

Remind them to schedule their academic advising appointment.  |
| March | Ask about future career goals.* Have they set up a Handshake account?
* Discuss potential internship and networking opportunities.

Initiate a mid-semester academic check-in. * What is going well in their classes? What do they need to focus on academically?
 |
| April | Check-in to see how they feel about the last few weeks of classes. * Offer to meet to study for finals in the same place.

Ask about their summer plans.* Are they planning to work? Get an internship? Take classes?
* Tell them how you have spent your summers while in college.
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| May | If you are willing, tell them that you would like to check-in over the summer. * Start an email thread or group message.
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# Campus Resources

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| Quick References |  |
| Career Planning and Part-time Jobs | * Activate your [Handshake](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Csc.joinhandshake.com) account to search for jobs
* [Job Fairs and Events](https://sc.edu/about/offices_and_divisions/career_center/student_services/search_for_jobs/job_fairs_and_events/index.php)
* Office of Financial Aid and Scholarships: [Student Employment](https://www.sc.edu/about/offices_and_divisions/financial_aid/student_employment/index.php)
 |
| Tutoring | * Make an appointment with a [Peer Leader](https://sc.campus.eab.com/)
* Satellite locations and schedules for [Drop-in Tutoring](https://docs.google.com/spreadsheets/d/1XVyv9rdElwQ5-ilB-AzdOcMdTle6YyXoyhwxWlDM7A8/edit#gid=0)
* Schedule for [Supplemental Instruction](https://sites.google.com/site/uscsupplementalinstruction)
 |
| Resources for Under-represented Students | * Office of [Multicultural Student Affairs](https://www.sc.edu/about/offices_and_divisions/multicultural_student_affairs/index.php)
 |
| Students of color | * Hip Hop Wednesdays
* The Intersection: Multicultural Student Lounge
* [Office of Multicultural Affairs](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5C%E2%80%A2%09sc.edu%5Cmulticultural) (OMSA)
 |
| Professional Development for Mentors | * [Kognito](https://kognitocampus.com/)
* [Safe Zone Ally](https://www.sc.edu/about/offices_and_divisions/multicultural_student_affairs/lgbtqplus-at-uofsc/safe_zone_program/safe_zone_allies/index.php) Training Workshop
* [Suicide Prevention](https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/emotional-well-being/suicide-prevention/) Training
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| **Campus Resources** |
| Academic Advising | University Advising Center* Close Hipp, Suite 318
* 803-777-1222
* [sc.edu/advising](https://sc.edu/about/offices_and_divisions/advising/index.php)
 | Links* [Make an Appointment](https://sc.campus.eab.com/)
* [Major Map Repository](https://sc.edu/about/offices_and_divisions/advising/advisor_toolbox/major_maps/index.php)
 |
| Bursar's Office | * 1244 Blossom St., Suite 128
* 803-777-4233
* [sc.edu/bursar](https://sc.edu/about/offices_and_divisions/bursar/index.php)
 | Links* [Refunds](https://sc.edu/about/offices_and_divisions/bursar/refunds/index.php)
* [Frequently Asked Questions](https://sc.edu/about/offices_and_divisions/bursar/frequently_asked_questions/index.php)
 |
| Campus Recreation | * 803-576-9375
* campusrec.sc.edu
 | Offering* Gym and Facility hours
* Fitness Programs and Memberships
* Outdoor Recreation
* Sport Programs
* Rentals and Repairs
 |
| Counseling and Psychiatry | Student Health Services* 803-777-3175
* [sc.edu/healthservices](https://sc.edu/about/offices_and_divisions/student_health_services/index.php)

24-Hour Suicide Hotline* 800-273-8255

Monday–Friday8 a.m.-5 p.m.* Thomson Building
* 1409 Devine St.

Sunday2 p.m.-8 p.m.* Center for Health and Well-Being
* 1409 Devine St.
 | Links* [Schedule an Appointment by Phone](https://sc.edu/about/offices_and_divisions/student_health_services/appointments/index.php)
* [Schedule an Appointment Online](https://myhealthspace.ushs.sc.edu/login_dualauthentication.aspx)
* [Hear Me Out](https://soundcloud.com/april-reign-342506759): Listen to stories of students facing and conquering challenges.
* [Kognito](https://kognitocampus.com/): Learn the signs of psychological stress.

Pro Tips* Group session are easily accessible.
* An assessment is required **before** individual sessions, so get it done ASAP.
* The wait for walk-in sessions is not too long.
 |
| Equal Opportunity Programs (EOP) | * 1600 Hampton Street, Suite 805
* 803-777-3854
* [sc.edu/eop](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Csc.edu%5Ceop)
 | Links* [EOP Online Complaint Form](https://cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout_id=40): Report harassment, discrimination and retaliation online.
* [Stop Sexual Assault](https://www.sc.edu/about/initiatives/safety/stop_sexual_assault/index.php)
 |
| Financial Aid and Scholarships | * 1244 Blossom St., Suite 200
* 803-777-8134
* [sc.edu/financialaid](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Csc.edu%5Cfinancialaid%5C)
 | Links* [Student Employment](https://www.sc.edu/about/offices_and_divisions/financial_aid/student_employment/index.php)
* [Contact Information](https://www.sc.edu/about/offices_and_divisions/financial_aid/forms_and_resources/contact/index.php)
 |
| International Student Services | * Close Hipp Building
* 1705 College St., Suite 470
* 803-777-7461
* [iss.sc.edu](https://sc.edu/about/offices_and_divisions/international_student_services/)
 | Links* [Get Involved on Campus](https://sc.edu/about/offices_and_divisions/international_student_services/getting-involved-on-campus/index.php)
* [Live Chat Advising](https://t2.phplivesupport.com/usciss/phplive.php?d=0&onpage=livechatimagelink&title=Live+Chat+Direct+Link&token=5d904ad1ff11bb115c47d536b62dd668)

Monday, Tuesday, Thursday9:00 a.m.–3:00 p.m.Wednesday12:00 p.m.–3:00 p.mFriday9:00 a.m.–12:00 p.m |
| Leadership and Service Center | * Russell House 227
* 803-777-7130
* [sc.edu/leadershipandservice](http://sc.edu/leadershipandservice)
 | Links* [Garnet Gate](https://garnetgate.sa.sc.edu/): Search for campus events, student organizations and campus news
 |
| Multicultural Student Affairs | * Russell House West Wing, Suite 115
* 803-777-7716
* [sc.edu/multicultural](https://sc.edu/about/offices_and_divisions/multicultural_student_affairs/index.php)
 | Links* [Black Male Initiative](https://sc.edu/about/offices_and_divisions/multicultural_student_affairs/student-support/black_male_initiative/index.php)
* [LGBTQ+ Support](https://sc.edu/about/offices_and_divisions/multicultural_student_affairs/lgbtqplus-at-uofsc/index.php)
* [The Intersection](https://sc.edu/about/offices_and_divisions/multicultural_student_affairs/reserve-the-intersection/index.php): Multicultural Student Lounge

Additional * Multicultural Assistance Peer Program (MAPP)
* Queer Connections: LGBTQ+ First Year Experience Program
* Gender neutral restroom locations
* Preferred name and gender pronoun form
* Professor notifications
 |
| Off-Campus Living and Neighborhood Relations | * Russell House West Wing, Lower Level
* 803-777-3366
* [sc.edu/offcampusliving](https://sc.edu/about/offices_and_divisions/off_campus_living_and_neighborhood_relations/index.php)
 | Links* [Frequently Asked Questions](https://sc.edu/about/offices_and_divisions/off_campus_living_and_neighborhood_relations/index.php)
 |
| Parent and Family Programs | * 800-868-6752
* sc.edu/parents
 | Links* [Parents Association](https://visitor.constantcontact.com/manage/optin?v=001RmASHJDEZJY_KWXmw8wFCIYRIRdGwNs3DVsixRAqLh1gkd3YRFFW3qaqMxc2tvrzigWdCwesdQjfsiMR8UyC1A1P8qNpfAuhCaZfgv9Jw2LUXDI3BH9Hb0yHc1b_S8g0GJcWO-XCAuCV1rSMbARZliZHRJ_st1EA)
* [UofSC Parents Programs App](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Cguidebook.com%5Capp%5Cuofscparents)
 |
| Parking and Transportation Services  | * Pendleton Garage
* 1501 Pendleton St.
* 803-777-5160
* [sc.edu/parking](http://sc.edu/parking)
 | Offering* Permits
* Visitor Information
* Garages and Lots
* Regulations
* Shuttles
 |
| Pre-professional Advising | * Sumwalt College
* 1212 Greene Street, Room 208
* 803-777-5581
* [sc.edu/oppa](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Csc.edu%5Coppa%5C)
 | Offering* Pre-professional Advisement for Pre-health, Pre-law, Pre-Med
* Career Observation
* Application Preparation
* Mock Interviews
 |
| **Registrar’s Office** | * 1244 Blossom Street, Suite 106
* 803-777-5555
* [sc.edu/registrar](http://sc.edu/registrar)
 | Links* [Academic Calendar](https://sc.edu/about/offices_and_divisions/registrar/academic_calendars/index.php)
* [Academic Bulletin](https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin/index.php)
 |
| **Russell House**  | * 1400 Greene Street, Suite 218
* 803-777-3196
* [sc.edu/russellhouse](https://sc.edu/about/offices_and_divisions/russell_house/index.php)
 | Links* [Things To Do](https://sc.edu/about/offices_and_divisions/russell_house/things_to_do/index.php)
* [Shops and Services](https://sc.edu/about/offices_and_divisions/russell_house/shops-services/index.php)
 |
| Sexual Assault and Violence Intervention and Prevention | * Thomson Building
* 1409 Devine Street
* 803-777-8248
* [sc.edu/eop](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Csc.edu%5Ceop)

Fall and SpringMonday–Friday8 a.m.–5 p.m.Summer and BreaksMonday–Friday8:30 a.m.–4:30 p.m.After Hours* Call UofSC Police
* 803-777-4215
* Ask for the SAVIP Advocate
 | Links* [Interpersonal Violence Report](https://cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout_id=6): Report sexual assault, dating violence, relationship violence, stalking, etc. online.
* [Interpersonal Violence Support](https://sc.edu/about/offices_and_divisions/student_health_services/medical-services/interpersonal-violence-support/index.php)
* [Stop Sexual Assault](https://www.sc.edu/about/initiatives/safety/stop_sexual_assault/index.php)

Pro Tip* You do not have to give your name when calling USCPD.
 |
| Shuttles | * Pendleton Garage
* 1501 Pendleton St.
* 803-777-5160
* [sc.edu/parking](http://sc.edu/parking)
 | Links* [Shuttle Map](https://sc.edu/visit/map/?id=744#!ct/21038,22505,22077,22078,23398,23399,23400,24275,27721,24874?ce/24365,9823?mc/33.993677584951236,-81.03064155657195?z/16)
* [Track Your Shuttle](https://uscvmps.transloc.com/)
* [Gameday Shuttles](https://www.sc.edu/about/offices_and_divisions/parking/shuttles/gameday_shuttles/index.php)
* [Safe Evening Rides](https://www.sc.edu/about/offices_and_divisions/parking/shuttles/safe_evening_rides/)
 |
| Student Care and Outreach Team | Office of Student Conduct and Academic Integrity* Byrnes, Suite 201
* 803-777-4193
 | Links* [Care Incident Report](https://cm.maxient.com/reportingform.php?UnivofSouthCarolina&layout_id=3): Submit a report online for concerns about physical, emotional or academic signs of self-injurious or concerning behavior.
 |
| Student Health Services | * 803-777-3175
* [sc.edu/healthservices](https://sc.edu/about/offices_and_divisions/student_health_services/index.php)

24-Hour Suicide Hotline* 800-273-8255

Monday–Friday8 a.m.-5 p.m.* Thomson Building
* 1409 Devine St.

Sunday2 p.m.-8 p.m.* Center for Health and Well-Being
* 1409 Devine St.
 | Links* [Medical Services](https://sc.edu/about/offices_and_divisions/student_health_services/medical-services/index.php)
* [Mental Health](https://www.sc.edu/about/offices_and_divisions/student_health_services/mental-health/index.php)
* [Suicide Prevention](https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/emotional-well-being/suicide-prevention/)

Nearest Hospital* Palmetto Health Baptist Hospital
* 1301 Taylor Street
* 803-296-5010
 |
| Student Media | Student Affairs and Academic Support* 803-777-3888
* [sc.edu/studentmedia](https://www.sc.edu/about/offices_and_divisions/student_affairs/our_experts/our_offices/student_life/student_media/index.php)
 | Links* [Garnet Media Group](file:///C%3A%5CUsers%5Cjarrows.DS%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIKACW8UO%5Cgarnetmedia.org)
* [The Daily Gamecock](https://www.dailygamecock.com/)
* [WUSC](https://wusc.sc.edu/): University’s student-run radio station
 |
| Student Success Center | * Thomas Cooper Library, Mezzanine
* 803-777-1000
* [sc.edu/success](https://www.sc.edu/about/offices_and_divisions/student_success_center/index.php)
 | Links* [Make an Appointment](https://www.sc.edu/about/offices_and_divisions/student_success_center/about/make-appointment/index.php)
* [Workshops](https://www.sc.edu/about/offices_and_divisions/student_success_center/workshops/index.php)
* [Academic Engagement](https://www.sc.edu/about/offices_and_divisions/student_success_center/academic-engagement/index.php)
* [Study Smart](https://www.sc.edu/about/offices_and_divisions/student_success_center/study-smart/index.php)
* [Money Smart](https://www.sc.edu/about/offices_and_divisions/student_success_center/money-smart/index.php)
 |
| Undergraduate Admissions | * Lieber College
* 902 Sumter Street Access
* 803-777-7700
* [sc.edu/admissions](https://sc.edu/about/offices_and_divisions/undergraduate_admissions/)
 | Links* [Credit and Transcripts](https://sc.edu/about/offices_and_divisions/undergraduate_admissions/connect_with_us/index.php)
* [Transfer Students](https://sc.edu/about/offices_and_divisions/undergraduate_admissions/requirements/for_transfers/index.php)
 |
| Undergraduate Research | * Legare College
* 902 Sumter Street, Suite 120
* 803-777-1141
 | Links* [Make an Appointment](https://sc.campus.eab.com/)
* [Student Resources](https://www.sc.edu/about/offices_and_divisions/undergraduate_research/student-resources/index.php)
 |
| University Advising Center | * Close Hipp, Suite 318
* 803-777-1222
* [sc.edu/advising](https://sc.edu/about/offices_and_divisions/advising/index.php)
 | Links* [Make an Appointment](https://sc.campus.eab.com/)
* [Student Advising Resources](https://www.sc.edu/about/offices_and_divisions/advising/student_advising_resources/index.php)
* [Exploratory Advising](https://www.sc.edu/about/offices_and_divisions/advising/changing_majors/index.php)
* [Academic Coaching](https://www.sc.edu/about/offices_and_divisions/advising/academic_coaching/index.php)
* [Student/Faculty Mentorship](https://www.sc.edu/about/offices_and_divisions/advising/faculty_student_mentorship/index.php)
 |
| USCPD | Law Enforcement and Safety* 1415 Henderson St.
* (1600 Hampton St. Annex)
* Emergencies: 9-1-1
* Police Dispatch: 803-777-4215
* [sc.edu/uscpd](https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/index.php)
 | Links* [Make a Report](https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/making-report/index.php)
* [RAVE Guardian Safety App](https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/safety-on-campus/rave-guardian-safety-app/index.php)
* [Carolina Alert](https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/carolina-alert/index.php)
 |
| Writing Center | Department of English Language and Literature* 703 Byrnes Building
* 901 Sumter Street, Suite 703
* 803-777-2078

Monday–Thursday10:00 a.m.–5:00 p.m.6:00 p.m.–9:00 p.m.Friday10:00 a.m.–1:00 p.m. | Links* [Make an Appointment](https://sc.mywconline.net/)

Pro-Tip* When possible, make follow-up appointments with the same reviewer to avoid differences in writing styles.
 |