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**Accountability Mentor**

**General Guidelines**

Thank you for agreeing to serve as an accountability mentor for a Trinity student who is experiencing academic difficulty. At this time, Trinity does not have an official mentoring program, but there are some general guidelines which might make your work as a mentor more effective.

A primary goal of accountability mentoring is to establish regular meeting times with your student. This allows the student an opportunity to talk openly about their academic progress as well as establish habits of consistency and responsibility.

A secondary goal is to establish a relationship in which you can honestly dialogue with your student and help them move in a more positive direction. This often involves elements of correction and challenges to change current patterns, habits, and behaviors.

**Some Discussion Suggestions:**

* Lay out your expectations of the relationship at the first meeting and schedule set meeting times for the semester.
	+ Meeting every other week is recommended.
	+ Some students may prefer to meet weekly, but your availability is up to you.
* Do not hesitate to challenge some of the information the student supplies or to request verification.
	+ Your role is less of a cheerleader and more of an advisor or academic coach.
* Ask students to bring their planners to meetings.
	+ This can lead to discussions of strategies the student uses that are most/least successful.
* Keep a log of appointments and topics discussed.
	+ For example, if a student says he/she will talk to a professor about an issue, make a note of it and refer back to it at the next meeting.
* Help student develop a “game plan” for academic success this semester.
	+ What will be different this semester?
	+ How many hours are devoted to work or extracurricular activities?
		- Provost’s guidelines are 2-3 hours of study for every one hour in class.
	+ What were the greatest time drains last semester?
* Ask about the student’s living situation and if that has any effect on their academic success.
	+ If the student lives on campus, you might ask about life in the residence hall, time for self, connection to the greater Trinity community, etc.
	+ If the student commutes, you might ask about driving, time management, connection to the greater Trinity community, etc.
* At certain periods of the semester, you may ask the student to predict their midterm and final grades.
	+ With midterm grades, it helps to compare their prediction with what they actually received.
	+ Discuss any difference that arose or what contributed to the predicted outcome.
* If there’s any indication of an academic or personal struggle, encourage the student to take advantage of the free support services at Trinity. Sometimes walking the student to the relevant office is helpful.
	+ Tutoring (Office of Learning Services)
		- Meet with the professor and then request a tutor on their student portal.
	+ Writing Center
		- <https://tccwritingcenter.weebly.com/>
	+ Counseling
		- counseling@trnty.edu
	+ Cooper Center for Vocation and Career Development
		- vocationandcareer@trnty.edu

If you would like a copy of the student’s schedule or midterm grade report, please contact the Registrar, Jaynn Tobias-Johnson, at registrar@trnty.edu

Other questions or concerns? Please feel free to contact the Director of the Office of Learning Services, Laura Dávalos, at laura.davalos@trnty.edu.

Thank you for choosing to serve our students in this way!