



The Independent Learning Centre

Tel: 3943 8733

Email: ilc-counsel@cuhk.edu.hk

Website: www.ilc.cuhk.edu.hk



香港中文大學
The Chinese University of Hong Kong

Peer Mentoring Program

Handbook

(excerpts)



The Independent Learning Centre

Tel: 3943 8733

Email: ilc-counsel@cuhk.edu.hk

Website: www.ilc.cuhk.edu.hk



ROLES OF ILC LECTURERS

Within the Peer Mentoring Program, each Mentor works in partnership with an ILC Lecturer.

The ILC Lecturer is responsible for providing:

- Training on mentoring and study skills
- On-going guidance and support

Weekly support meetings

During October and November, there will be weekly meetings between Mentors and the ILC Lecturer. At these meetings, the Mentors may discuss any issues with which they have dealt. However, **they will not disclose any confidential information about their Mentees.**

In advance of meetings, Mentors may identify specific areas where they require more knowledge and request direction from the ILC Lecturer. For example, in order to help their Mentees, Mentors may need to know more about term paper writing or examination revision strategies.

Additional meetings

The ILC Lecturer should be available to respond to requests for additional meetings at reasonable notice. Where a Mentor or Mentee has a cause for concern that they wish to discuss privately, they may contact the ILC Lecturer during office hours from Monday to Friday.

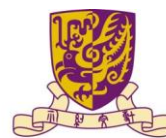


The Independent Learning Centre

Tel: 3943 8733

Email: ilc-counsel@cuhk.edu.hk

Website: www.ilc.cuhk.edu.hk



香港中文大學
The Chinese University of Hong Kong

CONFIDENTIALITY STATEMENT

Signed:

Mentor: _____

Date: _____

Mentee: _____

Date: _____

The partnership between the Mentor and the Mentee is based on confidentiality. This means that anything discussed between them when they are in the Mentoring relationship is private and that the Mentor will not repeat any conversations to other people. There are certain exceptions to this, and it is important that these are recognized and agreed at the start of the partnership.

Exception 1:

If both partners agree that the Mentor can speak to someone else about an issue or problem. They will agree who the Mentor will speak to, for instance the ILC Lecturer, an OSA counsellor or other people within their College or outside.

Exception 2:

If the Mentor believes that there is a risk of harm to the Mentee or any other person, based on something that the Mentee has said. In this case, the Mentor will be obliged to report the issue to the ILC Lecturer or to another member of staff.

MENTOR-MENTEE MEETING FORM

Date: _____

Topic(s)	Notes	Action(s) planned
Action(s) completed		
Plan(s) for next meeting:		
Mentor's reflections		

END-OF-PROGRAMME MENTOR REVIEW FORM

<p>2014 Peer Mentoring Programme</p> <p>Start date:</p> <p>End date:</p>
<p>Number of Mentees:</p> <p>Number of face-to-face meetings held:</p>
<p>Did you keep in contact between meetings? By phone? Text? Email?</p> <p>How frequently?</p>
<p>Do you think you have made a positive difference to your Mentees?</p> <p>Please give examples:</p>
<p>What do you think you have gained from the experience of being a Mentor?</p> <p>Please give examples:</p>
<p>Did you experience any difficulties as a Mentor?</p> <p>Please give examples and/or describe:</p>

“The Mentor training was useful.” What is your reaction to this statement? (Please circle.)

Strongly disagree Disagree Slightly disagree Slightly agree Agree Strongly agree

Can you suggest any ways the training might be improved?

“The ILC Lecturer was supportive and helpful.” What is your reaction to this statement? (Please circle.)

Strongly disagree Disagree Slightly disagree Slightly agree Agree Strongly agree

Can you suggest any ways the support might be improved?

Do you have any suggestions of ways to improve the Peer Mentoring Programme?

Do you think your experience as a Mentor will help you in your future career?

Please give examples:

END-OF-PROGRAMME MENTEE REVIEW FORM

<p>2014 Peer Mentoring Programme</p> <p>Start date:</p> <p>End date:</p>
<p>Number of face-to-face meetings held:</p>
<p>Did you keep in contact between meetings? By phone? Text? Email?</p> <p>How frequently?</p>
<p>Do you think you have gained from participating in the Peer Mentoring Programme?</p> <p>Please give examples:</p>
<p>Did you experience any difficulties as a Mentee?</p> <p>Please give examples:</p>
<p>“The Mentee preparation session was useful.” What is your reaction to this statement? (Please circle.)</p> <p style="text-align: center;">Strongly disagree Disagree Slightly disagree Slightly agree Agree Strongly agree</p> <p>Can you suggest any ways the preparation session might be improved?</p>
<p>“Your Mentor was supportive and helpful.” What is your reaction to this statement? (Please circle.)</p>

Strongly disagree Disagree Slightly disagree Slightly agree Agree Strongly agree

Can you suggest any ways the support might be improved?

Do you have any suggestions of ways to improve the Peer Mentoring Programme?

Do you think your experience as a Mentee will help you in your university career?

Please give examples: