



2020-2021 Messina Mentor Information

I Qualities of Faculty, Mentors and Evergreens that would excel in the collaborative nature of Messina:

- Ability to engage with first-year students in and out of the classroom
- Understanding of Jesuit mission and pedagogy
- Understanding of first-year student transition issues and retention
- Demonstrates organization and can prepare in advance
- Flexibility
- Demonstrates basic multicultural competencies
- Incorporates elements of high-impact practices into enrichment activities
- Understanding of group dynamics and working with groups of students
- Well versed in campus resources and referral sources

II Requirements of Administrators and Staff Members participating in Messina

Messina Mentors:

- Have, in most cases, 1-2 years of experience working at Loyola before the Messina academic year begins.
- Have the endorsement of their supervisor to attend one to two enrichment hours each week during the work day (planned in cooperation with your faculty partners and Messina Evergreen).
- Attend 2-3, theme-wide events each year (occasionally held on evenings and weekends and planned in collaboration with other faculty, administrators and Messina Office).
- Participate for at least one academic year. Additional years may be negotiated in consultation with supervisors, office directors and the Messina Co-Directors.
- Possess a willingness to work as part of a collaborative working group of faculty members, administrators, staff members and student leaders.

III Expectations for first-time Mentors during the 2019-2020 Academic Year (Preparation Year)

- Prepare for Messina participation by attending a variety of scheduled training sessions, workshops (about one per month beginning in January 2019) and small group meetings. Training sessions will take place in large group, theme-based and smaller, self-directed informal working group settings.
- Read the Messina Handbook and related e-mail communication.
- Attend a New Mentor workshop in Late May or Mid-August (dates, times and locations TBD)
- Messina will require 2-3 hours per month of preparation during the spring 2020 semester.
- Submit a brief bio for inclusion on the Messina website.

IV Expectations during the 2020-2021 Academic Year

Note: Some administrators that participate in Messina will work with two faculty members and two Messina Evergreens to plan enrichment activities in and out the classroom for two seminar sections consisting of 15-17 students each semester. Other administrators will be asked to collaborate with two faculty members and one Messina Evergreen to plan enrichment

activities inside and outside of the classroom for one seminar group consisting of 15-17 students over the course of two semesters.

Messina Mentors will:

1. Participate in a professional learning community of faculty, administrators and student peer leaders participating in Messina
 - *Prior to fall semester*
 - Meet with working group members at least two times (February/March and April/May) to discuss program goals and outcomes and craft syllabi and enrichment sessions
 - Attend a summer planning meeting for Fall Welcome Weekend Mentor Sessions
 - Attend a workshop/planning day the week before the fall semester begins to review syllabi and coordinate first week and/or orientation interactions
 - Attend fall orientation/Welcome Week events coordinated in conjunction with Messina and Office of Student Engagement (such as the Fall Welcome Weekend Mentor Session).
 - *During Fall and Spring Semesters:*
 - Meet with working group members to discuss progress of individual students and the class (At least 3 such working group meetings during the academic year – early fall, pre-spring, and mid-spring check-ins are expected.)
 - Participate in ongoing planning and communication on a weekly basis.
2. Collaborate on the Planning and Implementation of Enrichment Sessions
 - Discuss connections of courses and co-curricular activities to the overarching Messina theme.
 - Integrate enrichment sessions into course syllabi (enrichment sessions should include at least one Baltimore excursion and one theme-related event each semester).
 - Incorporate interdisciplinary perspectives into seminar courses and enrichment sessions.
 - Attend and assist in the facilitation of 10-12 enrichment sessions in the fall (totaling 15-25 hours of interaction with your students) and 8-10 enrichment sessions in the spring (totaling 12-20 hours of interaction with your students) for each seminar class.
3. Complete paperwork on behalf of the working group including the submission of enrichment session plans and audits, mid-semester check-in report, logistical planning forms and student leadership nominations.
4. Discuss student conduct and retention issues (when they arise) with students connected to enrichment hours and assist in student's reflection process.
5. Empower participants (faculty, administrators and students) to notice and address student concerns and refer to appropriate resources when necessary.
6. Provide feedback to Messina by participating in program evaluations, surveys and other assessment efforts.

V Compensation

1. For the 2020-2021 academic year, training and preparation will take place during the workday. Therefore, no additional compensation will be provided.
2. For the 2020-2021 academic year, it is expected that Mentors will spend 2-6 hours per week on Messina related activities.
 - a) For administrators connected to 1 section of 15-17 students, we estimate 2-4 hours per week of involvement. Administrators connected to one section will receive a stipend of \$1700 for one full academic year of participation.
 - b) For administrators connected to 2 sections of 15-17 students, we estimate 4-6 hours per week of involvement. Administrators connected to two sections will receive a stipend of \$3400 for one full academic year of participation.
 - c) Staff (non-exempt) participants will report the hours worked for Messina outside of the normal work day through Time Clock. At the end of the semester, a stipend will be provided so that the total amount of compensation equals \$1700 (or \$3400 for two sections) for the academic year.

The priority deadline for applications are due on Thursday, December 12, 2020 at 11:59pm. Application may be found on the Messina Website: <https://www.loyola.edu/departments/messina/working-groups/mentor-application-information>.