

Mentor Handbook

Honors Program Mission Statement

The Johnson County Community College Honors Program is designed to stimulate and challenge academically talented students. By enrolling in honors courses, motivated students can develop their intellectual potential and, at the same time, become active members of their academic and surrounding community.

Benefits of Being a Mentor

- Work one-on-one with bright, motivated students
- Experience the satisfaction of mentoring the next generation of professionals
- Share in the excitement of student growth and learning
- Share your expertise in specific areas related to your field
- Personal satisfaction in helping others reach their potential
- Enhance leadership, teaching and coaching skills
- Opportunity for personal and professional development

Responsibilities of a Mentor

Your primary responsibility as a mentor is to the student(s) with whom you are working. Per the master agreement, you may mentor up to six students per semester, but the average is less than two students. For tracking and auditing purposes, certain forms and procedures are necessary; they are outlined below.

- Interview the student to clarify expectations and review the contract. If you have doubts the student will be able to successfully complete the contract, make a note on the interview form and return it to the Honors office.
- Specify a dollar amount in the contract if the student needs to purchase items such as books or supplies to complete the contract.
- Record dates and times of your meetings. For a one-hour contract, you are expected to meet for eight hours during the semester. This is an obligation for both you and the student and is a state requirement.
- Meeting time with the mentor should be included in the approximately 50 hours of work students should plan per semester for a one-hour contract.
- Notify the Honors office if a student doesn't contact you to reschedule after missing two or more meetings. At that time, a letter will be sent advising the student to drop the contract. However, at the mentor's discretion, the student may be allowed to continue work on the contract.
- Remain consistent with the contact requirements. If you or the student initiate changes to the contract, both must agree to the change. A new copy of the contract outlining the revised terms should be signed and sent to the Honors office.
- Complete a mid-term evaluation for your honors student(s) on the form provided by the Honors office. Please share your evaluation with your student and send a copy to the Honors office. Evaluations will be placed in the students' permanent files.
- Keep a log recording the content of your meetings with students.
- Students should complete their projects before final exam week.
- Record students' grades online and submit mentor logs and final evaluations to the Honors office.

Student Responsibilities

- Students must register and pay for honors contracts during the first three weeks of the fall and spring semesters or during the first week of the summer session.
- Students considering enrolling in a contract must participate in an in-depth discussion with a mentor to determine the amount and nature of the work required and schedule times to meet throughout the semester. The state requires at least eight hours of contact time.
- Students submit the mentor interview form to the Honors office. The form must include a schedule of meeting times and the mentor's signature.
- Students must meet with their mentor at the designated times and maintain regular communication.
- If a student cannot complete the Honors contract, he/she must fill out an add/drop slip and submit it to the Admissions office. Failure to drop a contract will result in an 'F' on the student's transcript.
- At the end of the semester, Honors Program students complete an evaluation of the contract, which will be kept in their file for one semester.

- **Mentor Compensation**

Compensation for mentoring students taking honors contracts is determined by the master agreement.

First student \$600

Additional students \$175

Example: Three students equal a payment of \$950 (\$600 plus 175 x 2=\$950)

The total amount of compensation per mentor for honors contracts in any semester shall not exceed \$1,475.

If more qualified students request contracts than a mentor is able to accommodate, there are two options:

1. If a second mentor is available, the students may be divided proportionally and mentors paid accordingly.
2. If the mentor does not elect to accept additional student(s), that student will be encouraged to take the contract sequentially if feasible.

If a student drops his/her contract after enrolling, mentor compensation will be reduced based on the Honors office policy.

Mentors will receive payment on the last pay period of the semester.

Presentations at Conferences

In the fall semester, students and/or honors faculty may choose to make a presentation at the National Collegiate Honors Council Conference (proposals are due in February); and in the spring, proposals are accepted for the Great Plains Collegiate Honors Council Conference.

Mentors are also encouraged to support students who produce exemplary work in submitting their projects for presentation at appropriate local, national, or regional conferences.

Designing a New Contract

To propose a new contract, the prospective mentor should contact the Honors office to request paperwork or access the forms on-line. The contract proposal will include objectives, tasks, mentor expectations and criteria for evaluation. Contract wording should be relatively broad in scope and general enough to accommodate the diverse interests and skills of students.

After writing the contract, the mentor will have three colleagues, their academic program director, and the division curriculum committee review and approve the contract. Paperwork is then submitted to the Honors office for final review. The new contract will then be added to the list of contract offerings and made available for students.

An honors contract may be attached to almost any college-level course. The decision as to which courses should have honors contracts, as well as the content of the contract, is determined at the program/division level.

The decision as to who shall be mentor for a contract is also determined by the program/division. At this time, one faculty is generally designated as the mentor for each course. Occasionally faculty rotate mentoring responsibility for a single contract. This is a suggested option when more than one faculty member desires to mentor students in a course. It is acceptable to have qualified adjunct professors as mentors.

New contracts may be added at any time following approval by the division and the Honors Program office. However, no student may enroll in a new contract after the first three weeks of the fall or spring semesters or after the first week of the summer session.

Contracts may be offered either concurrently (during the same semester as the course is taken) or sequentially (the semester following completion of the course). Timing is dependent upon the nature of the course, student capabilities and scheduling, and the discretion of the mentor.

Reviewing Current Contracts

Existing Honors contracts should be reviewed on a regular basis (at least every 3 years) to ensure they are up-to-date. Procedures for reviewing contracts is the same as for developing new contracts. That is, the mentor, three colleagues, the academic program director, and the division curriculum committee review and approve revisions to the contract.

General Information about the Honors Program

Honors Program Graduation Requirements

To graduate from the Honors Program, a student must:

- Meet all requirements of a two-year degree with a 3.5 GPA or higher
- Complete four honors contracts
- Complete the one-semester Honors Forum course
- Complete one 3-credit hour interdisciplinary class
- Participate in a community service learning experience

Honors Forum Course

The Honors Forum complements other courses in the curriculum by combining an emphasis on specific content and skill development in interaction, analysis, synthesis, and conflict resolution. Students develop points of view concerning issues; they articulate and defend those points and challenge others as they make judgments on alternative options.

Faculty are encouraged to submit proposals to facilitate the Honors Forum. This course offers instructors an opportunity to develop creative and imaginative courses involving specialized topics.

Interdisciplinary Courses

Interdisciplinary courses involve the integration of two or more academic disciplines. These courses cover a broad area of knowledge and emphasize inquiry, discovery, critical thinking, and discussion methods that stress student participation. Students may choose from:

ANTH 130	World Cultures
BIO 132	Introduction to Public Health
ENGL 250	World Masterpieces
HUM 145	Introduction to World Humanities I
HUM 146	Introduction to World Humanities II
ITMD 231	Furniture and Ornamentation: Renaissance to Modern
LEAD 130	Leadership and Civic Engagement
LCOM 128	Art History: Renaissance to Modern/ Furniture and Ornamentation: Renaissance to Modern
LCOM 140	Selling Interior Products
LCOM 165	American History/Family History
REL 120	Exploring World Religions
SPD 180	Intercultural Communications

While a 3.5 GPA is not required for either the interdisciplinary or the forum course, it is necessary that students have good writing and communication skills.

Honors Scholarships

To be eligible to apply for a scholarship, students must first join the Honors Program, which involves completing an application and an interview with the Honors Program Facilitator. The purpose of the Honors Program scholarship is to assist qualified students in working toward completion of requirements to graduate from the Honors Program. The scholarship is awarded on a semester basis and helps students pay for tuition, fees and books.

To apply for an Honors Program scholarship, students must meet the following requirements:

- Have completed, or be in the process of completing, a minimum of 12 semester hours of coursework at JCCC
- Be working toward graduating from JCCC and the Honors Program
- Have a minimum cumulative 3.5 GPA or higher at JCCC

Students who meet the requirements may pick up applications from the Honors Program Office, COM 201 or submit their application on-line.

A valid application must contain a completed form, two letters of recommendation from JCCC instructors and an essay written by the student describing their educational and career goals.

The scholarship deadline is mid-March for the fall semester and mid-October for the spring semester. Scholarship applications are available for students throughout the semester.

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