

## Peer Mentors – Fall 2004

New Post-Docs/Adjuncts/Co-ops	Mentors
<b>TPD</b>	
Barkauskas, Donald	Dai, Jialing
Dumitrascu, Constantine	Lim, Arthur
Ondrus, Matthew	Hartman, Greg
Rogers, Nicholas	Nagahashi, Hideo
Simic, Ksenija	Alayont, Feryal
<b>Adjunct</b>	
Corcoran, Laura	VanDerLinden, Ben
Dumitrascu, Gabriela	Clark, Doug
Heerey, Mike	Houser, Greg
Reyes, Stephen	Winkel, Claire
Swenson, Sacha	Ratnayaka, Kerima
<b>Co-op</b>	
Conway, Deborah	Marrero, Kathy

### Guidelines for Peer Mentors

The purpose of the Peer Mentors program is to establish structured, yet informal relationships between experienced instructors and instructors who are new to the math department at the UA. The experienced instructor is to serve as a source of information, or a guide to sources of information, about teaching techniques, methods of presenting material to the class, course policies, department and university policies and procedures; to be available for questions; and to help the new instructor successfully make the transition to working in this setting.

1. Set aside an hour or so at the beginning of the semester to discuss important items in the department resource book. Point out policies that will need to be addressed immediately, and answer questions.
2. Set up a regular meeting time to discuss issues relevant to teaching and students.
3. Go over course/homework policy, check for any potential problems or omissions. Provide sample course/homework policy if desired.
4. Go over first test; discuss appropriateness, length, etc. Be available to discuss future tests. Provide sample tests, if desired.
5. Discuss basic department expectations, including items such as the following:
  - Course goals and expectations
  - Missing a class, canceling classes
  - Handling missed exams
  - Transferring sections
  - Academic integrity issues
  - Sharing or using other instructors' tests
  - Structure of courses with common syllabus or common final
  - What to do in the event of a "bad" test
  - Student discipline problems
  - Accommodating students with disabilities