TOPEKA WEST HIGH SCHOOL

Mentor Leadership

Course # 1385

**Syllabus & Grading Policies**

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This class has been created to support the framework components, goals, and objectives of the TWHS Boomerang Mentors. The curriculum is designed to provide mentors with a vision of what it means to be a leader, as well as present opportunities that are expected to enhance mentors’ communication, organization, and overall leadership abilities. In this class there is an emphasis on learning through participation and experiential based activities. Each member of the “Mentor team” is expected to exhibit the qualities listed below.

**Qualities of mentor leaders**

Positive role model on campus, at extra-curricular activities, and in our community

Genuine interest in helping others

Dedication to Boomerang Mentor philosophies

Year-long accountability to self, teammates, freshmen, and directors

Willingness to learn and a desire to practice leadership strategies with your freshmen

Respond with integrity to difficult situations

Possess the right to be heard, and the responsibility to listen

Exhibit energy balanced with confidence and respect

Demonstrate open-mindedness

# GRADING PROCEDURES & PROCESS

**Mentor grades will be based upon the completion of the following five categories:**

1. **Mentor Training, 2) Daily Grade, 3) Academic Follow Ups 4) Social Follow Ups, and 5) Final Project**

**1) Mentor Training**

These trainings are considered mandatory and “kick off” the year-long program. Failure to attend either of the two training sessions listed below will terminate Mentor involvement in the program.

A) Development Day (May)

B) Two / three day Orientation Workshop (August)

**2) Mentor Class Daily Grade**

A) Mentors will attend class everyday. Regular attendance is critical.

B) Mentors are expected to be on time and prepared for the daily lesson. Roll will be taken immediately after the tardy bell and tardies are reflected in the “daily” portion of your grade.

C) Mentors are expected to be engaged in learning and to participate in all classroom activities appropriately and with respect to peers and staff.

D) Mentors will listen respectfully—giving their full attention to teachers or peers. Talking out of turn or side talking will affect your grade. Students are expected to follow the teacher’s directions and/or request the first time.

E) Mentors will fully participate in experiential lessons/activities. Be willing to participate in activities outside your “comfort zone”.

F) Mentors will be expected to keep a notebook with the following dividers; journal entries, lessons, contact log, and documentation.

G) Take care of all personal business (Restrooms, drinks, etc.) during passing time.

H) No cell phones, iPODs, or other electronic devices are to be seen, heard, or used.

I) Mentors will be formally evaluated by directors twice first semester.

**3) Academic Follow Ups**

These are designed to educate and inspire your ninth graders throughout the year, as well as give them specific tools needed to be successful in high school.

A) Mentors will attend their assigned freshmen charger times every Wednesday. Regular attendance is essential to achieve the goals of this program. At the conclusion of Charger time, Mentors must follow check in procedures as outlined by the Boomerang Directors.

B) Mentors are expected to arrive to their freshmen Charger time POD **on time** **and prepared** to deliver the daily activity in an effective manner.

C) Mentors are expected to contribute to the successful outcome of the lesson presented.

D) Evaluations of each Mentor will occur at least every quarter. Written evaluations will be obtained from the freshmen POD teachers who observe mentors during Academic Follow-up sessions each Wednesday.

E) Direct communication with the Directors about any unexpected emergencies that should result in your absence from your Charger Time responsibilities is required. Direct numbers that we can be reached at are: Esquibel 438-4019 and Sturges 438-4025.

**4) Social Follow Ups**

These events provide a social setting for Boomerang Mentors and their freshmen to reconnect and build relationships outside the classroom. These events also foster a greater connection to the school community. Social events outside the regular school days for Mentors and their freshmen occur once a month during first semester and Mentor attendance and full participation are required at each of the following events:

1) Freshmen Orientation

2) Club Carnival

3) Tailgate Party

4) Movie Night

5) Boomers, Burritos, & Burlesque

6) Cocoa & Cram

7) Fundraising Activities

8) Boomerang Recognition Event

**5) Final Project**

The Final Project is a 7-10 slide PowerPoint presentation analyzing specific questions about the Mentor’s pods. This project will be “researched” through **Leader Initiated Contacts**. These contacts occur when Boomerang Mentors are able to identify situations, and then step forward on their own volition, to contact and/or provide academic, social, and emotional support to freshmen throughout the year. Directors will provide some guidance about how to make these contacts. It is expected that each mentor complete a minimum of 12 “quality” contact hours before the end of the first semester. Contact logs and documentation will be maintained in each mentor’s notebook and checked regularly by program directors. Leader Initiated Contacts will also be evaluated through the group presentation.

\*\*NOTE: It is considered a SERIOUS offense to date ANY freshmen. Should this occur you will not be permitted to participate in pod activities and/or social events which will result in a FAILING grade.

## Grading Percentages

Mentor grades are determined by the combined points earned for **Mentor Training**, **Daily Grade**, (attendance, punctuality, and appropriate participation represent the 10 daily points that are awarded in this area), **Academic Follow Ups** (freshmen Charger time activities), **Social Follow Ups** and the **Final Project**. These five concentrated areas are your opportunities to earn points, which are converted to the following percentages.

1) Mentor Training 20%

2) Daily Grade 20%

3) Academic Follow Ups 25%

4) Social Follow Ups 25%

5) Final Project 10%

**You are expected to maintain your agreements stated in the Mentoring contract which you and your parent/caregiver/guardian have signed. Any violations to that agreement will jeopardize your participation in the program or your grade in this class.**