



# Guide for First Meeting with Peer Mentor

## Get to know one another!

- Instructor and Peer Mentor both complete “All About Me” worksheet (found in the instructor manual and repository) and share answers with each other.
- Discuss different personality test results you may have completed that resonate with you including Strengths, Myers Briggs, Enneagram, etc.
- Discuss why you wanted to be a Hullabaloo U Instructor/Peer Mentor.

## Take care of logistics

- Exchange best contact information (email, cell, text, etc).
- Determine meeting times:
  - Include time for syllabus prep (1-2 hours) prior to the semester beginning
  - Semester meetings (30-45 minutes per week)
- Set up class GroupMe.
- Determine plan (timing, mechanism) for emailing/contacting class prior to the first day and once classes begin.

## Discuss Expectations

- Discuss what you want to learn or gain from this experience.
- Review Peer Mentor Learning Contract and create possible goals (*this should be an initial conversation; revisit during second meeting and determine plan for revisiting regularly during semester*)
  - Encourage PM to include at least one goal they can definitely achieve and one stretch goal.
  - Set class goals and class guidelines.
  - Discuss what kind of environment you want to create in the class:
    - What is most important for your class?
    - What would have been most helpful during your first year of college?
    - What role will you each play in achieving those goals?
- Discuss roles/responsibilities related to specific class tasks.
  - Consider who will be responsible/how to accomplish the following:
    - Taking/recording class attendance
    - Planning icebreakers/check-ins/community builders for class
    - Following up with students who miss class/seem “off” in class, etc
    - Co-teaching (which lessons/when/how?)
    - Planning socials/out-of-class activities (when/how often?)
    - Engaging with students between class via GroupMe or similar platform
    - Recognizing students’ birthdays during the semester

