The role of the Academic Mentor is to provide students with a structured collaborative learning environment and activities which will help them achieve academic success in traditionally difficult courses. Several traits and skills are expected of an Academic Mentor. The Bepko Learning Center breaks these qualities into three specific categories:

Requirements:
- Maintain a minimum cumulative GPA of 3.0, with a 3.5 in the area mentored.
- Attend the lecture for the class you will be mentoring.
- Conduct weekly mentoring sessions.
- Submit session plans, evaluations, and any other required paperwork (such as Session Sign In Sheets).
- Act as a program representative at all times and maintain student confidentiality.
- Track student attendance using TutorTrac system.

Communication:
- Maintain an excellent working relationship with all instructors.
- Maintain communication with Coordinators and Director via email. This includes checking campus email every weekday, and responding to emails within an appropriate amount of time.
- Refer student concerns to the appropriate people as they arise.

Session Requirements:
- Be prepared to facilitate discussions on all course readings and material.
- Develop new, innovative, and collaborative activities to assist students’ learning.
- Accept and embrace the quality and diversity of all students.
- Create a fun and interesting learning environment during the sessions.

Academic Mentor Noyce Interns should expect to spend an average of **30 hours** each week to meet the requirements.