

Waseda CS-L Mentor Program 2018 - 2019

Mentor Qualifications, Expectations, and Duties

Qualifications:

A candidate for the Waseda mentor position must:

- Be a full-time Lawrence student
- Be on campus both fall and winter terms of the year appointed as a mentor
- Commit to being a mentor for both fall and winter terms
- Be able to work an average of four hours per week and meet for weekly mentor meetings with Lori
- Be in good academic standing at the time of application and during tenure as a mentor
- Be available to return to campus early for International Student Orientation
- Be available to participate in initial training the first week of fall term

Expectations:

Waseda mentors will act as liaisons between incoming Waseda students and the Lawrence University community. This includes helping students interact with the academic bureaucracy, student groups and organizations, the campus social scene, and the local community. A mentor's job is to help students settle into campus life by answering questions, interpreting culture, explaining rules, introducing them to possible new friends, and helping with anything else that comes up. You should also be willing to help orient students to the Appleton community. With this in mind, Waseda mentors should be:

- Open-minded about cultural differences and the way in which they affect our attitudes, behaviors, and basic outlooks on life
- Patient and willing to negotiate meaning in conversations with students still developing English proficiency
- Willing to reach out to students – invite, ask, inquire, and repeat!
- Willing to adapt, be creative, and solve problems
- Able to act as a “native Lawrence University informant” to help students adapt to life on campus – both the educational and personal challenges of being a college student in the U.S.

Duties:

Mentors should be available to participate in the international orientation and new student week to help students settle in. This week will be very busy and you will need to be available to:

- Help students settle into their dormitories
- Help students shop for bedding, towels, and other necessities
- Orient students to Lawrence buildings, facilities, and offices
- Acquaint students with amenities within walking distance
- Meet with other mentors to develop programs and schedules for fall and winter terms

- Attend the international orientation sessions and help answer questions about the content
- Attend the activities fair with mentees to help them learn about extracurricular activities and the joining process

Outside of orientation week, Waseda mentors will be responsible for an average of 4 - 10 hours per week as needed to perform the following duties:

- Meet with mentees once per week to check on their general well-being, concerns, joys, worries, etc. A regular meeting for coffee or during a meal tends to work well (for example, meet for dinner every Wednesday)
- Be available to talk to and assist students as needed
- Act as a liaison between mentees and campus offices, explain processes and procedures, direct problems to appropriate campus personnel, and generally facilitate interactions with the institutional bureaucracy
- Act as a cultural interpreter in helping students understand the cultural values behind the processes, organizations, and services they will encounter on campus
- Act as a liaison between students and the social networks at Lawrence
- Introduce them to opportunities to make social contacts outside of the Waseda group
- Plan and execute (usually with rotating partner mentors) one activity per week fall term*
- Plan and execute (with other mentors) one informational program per term **
- Help with scheduled Waseda program cultural events and field trips
- Attend weekly meetings with all mentors and Lori
- Meet with Cecile or Lori individually when required
- Let Cecile or Lori know of any concerns, both individual and programmatic

*Weekly Activities

In fall and winter terms, mentors are responsible for arranging weekly activities for the Waseda students. You will be partnered with one other mentor on a rotating basis to plan and execute activities together. Activities should aim to get the students out and about in the Lawrence and Appleton communities. Some examples:

- Attend a Lawrence concert or production together with other LU students
- Visit an Appleton community event (festival, park program, art exhibit, etc)
- Participate in a community service activity
- A co-program with one other campus organization

These activities should be interactive rather than insular. The goal is to introduce students to a variety of people, activities, and options, rather than to develop close knit bonds as your own little "clique." Thus, it would work to plan a dinner together with another campus organization, but not to cook with just your mentees. All activities should be non-alcoholic in nature.

****Programs**

You will plan one informational program each term with the other mentors. Programs should address a topic of campus life that you think would be interesting and valuable for the Waseda students to learn more about. Give special thought to the cross-cultural issues when planning your programs. Programs should include a guest speaker who has some expertise in the topic. Programs, however, should not be “school,” but more of an open forum for discussion. Mentors are responsible for finding, engaging, and properly thanking an appropriate guest speaker. You will also need to find and reserve a space and do any set-up and clean-up. Possible program topics include:

- Campus vices – sex, drugs, alcohol
- Time management
- Counseling services – how they can benefit students
- Surviving winter in Wisconsin
- Eating in America
- Living with roommates
- Travel in the U.S.

Prohibitions

- You may not have an affair with one of your mentees. If you begin to feel a romantic attachment to one of your mentees, I will accept your resignation with grace and good cheer. Of course, Spring Term has no such restrictions.
- You must abide by LUCS policies and state laws regarding alcohol consumption in your activities and informational programs. To avoid all conflict, mentor activities and programs should be non-alcoholic. Think about it - do you really want to have to card your friends?