**Transition Mentoring**

What would be involved for School staff

1. Identify both an academic champion and a mentoring coordinator in your department
2. Administrative contact (mentoring coordinator):

* Identify first year students who will progress to year 2 in autumn 2012 (August/September)

1. (Optional) Admissions tutor

* From classroom experiences, filter list of potential applicants

1. Mentoring coordinator:

* Send out the draft email in the Mentoring toolkit (incl training date for mentors) and application form to identified students inviting them to participate as mentors (AugustSeptember)

1. Mentoring coordinator:

* Receive application forms from interested mentors (by 31 September)

1. Mentoring coordinator:

Send an application form out to identified mentees (eg all first year UG students) (October)

1. Admissions and mentoring coordinator:

* Match mentors and mentees (October)

1. Mentoring coordinator:

* Send an email to mentors and mentees informing them about their match; highlight training session for mentors (October)

1. Mentoring coordinator and academic champion

* Deliver mentor training session

1. Mentoring coordinator:

* Address email enquiries from mentors/mentees related to administrative issues, eg mentee dropping out/ finding a new mentee, helping to find rooms for meetings, checking with students how they are getting on

1. Mentoring coordinator:

* Address any issues that arise between mentors and mentees