



*The AMP New Hire Advising Mentoring Program promotes intercollegiate collaboration among advising centers and staff at Middle Tennessee State University (MTSU) for the purpose of creating a support system for new advisors through encouraging professional development, fostering best practices in advising, and improving advisor retention.*

Participation in the mentoring program requires a one-year commitment.

**Mentee Learning Outcomes:** *Mentee will have...*

*Enhanced knowledge of campus resources and appropriate referral pathways, general policies, procedures, and academic advising at Middle Tennessee State University (MTSU).*

*Enhanced knowledge of professional development opportunities in community engagement and belonging.*

*Active engagement with MTSU's advising community (AMP) and developed relationships with advisors across campus.*

*Enhanced knowledge of the needs of students on MTSU's campus and access to advising best practices.*

*An understanding of NACADA's role in Academic Advising at MTSU, how to access opportunities through the organization, and an appreciation of the importance of ongoing training and personal development.*

**Structure:**

**Welcome:** Lunch or visit with at least one Welcome Committee Member and assigned Mentor (1pt) - get to know you within the first few weeks of employment.

Welcome Gift: AMP Resources, [NACADA Core Competencies Pocket Guide](#), [What is Academic Advising Pocket Guide](#), [NACADA Poster](#) & NACADA stickers, etc., other MTSU swag like notepad or journal, etc.

**Month 1 Meeting:** Goal setting and objectives for Mentor/Mentee Program, Discuss MTSU (Middle Tennessee State University) Advising Mission statement & website. Schedule future meetings. (1 pt)

**Month 2 Meeting:** discuss AMP Program and Mission Statement. Visit AMP Website, AMP Team, and Other AMP Resources (1pt)

**Month 3 Assignment:** Participate in one AMP Event together (points awarded for event participation only)

**Month 4 Meeting:** Check In/ Goal Setting for Advisor development and Advising Philosophy– problem-solving for stressful times of year. (1pt)

**Month 5 Assignment:** Participate in one AMP Event Together (points awarded for event participation only)

**Month 6 Meeting:** NACADA introduction including offered webinars and national resources for Advisors. Encourage participation in one free NACADA webinar or offering - how to request points for non-AMP Events. (1pt)

**3<sup>rd</sup> Quarter Meeting:** Check-In: Wins, Difficulties & Struggles. How are you doing? Discuss Balance and time management. (1 pt)

**3<sup>rd</sup> Quarter Assignment:** Participate in one AMP Event together (points awarded for event participation only)

**4<sup>th</sup> Quarter Meeting:** Check-In, Review Goals & Accomplishments, Program Feedback - anonymous – submitted to Connects Committee, program completion reward. (1 pt)

**4<sup>th</sup> Quarter Assignment:** Participate in one AMP Event together (points awarded for event participation only)

- **Points Award:** 11 Total Points – 12-month Program - Mentor and Mentees can meet as often as they like, but max points for program components are listed below and only offered within 12 months program participation start date. Points are awarded in the AMP year earned. Points are awarded as each component is completed. At least one point must be earned by completing a DEI (Diversity, Equity, and Inclusion) training or activity.
  - 7 Points – Individualized Mentor/Mentee Meetings
  - 4 Points for AMP Event Participation – required quarterly

**Mentor Assignment Process: Advisors interested in becoming a Mentor will complete an Advisor Mentor Application and Questionnaire collected by the Welcome Committee for pairing with new Advisors.** Mentors will be paired with compatible Mentees. Meeting Mentor criteria does not guarantee placement.

***Mentor Requirements: A current employee of MTSU with:***

- a minimum of 1 year experience as an academic advisor at MTSU
- AMP certification required from previous AMP year
- Direct Manager recommendation
- Completion of Mentor Application
- Willingness to utilize designated program structure and commit to full year program

***Mentor Pairing System:***

- Mentee completes questionnaire on the first day of employment
- Submits questionnaire to Welcome Committee
- Welcome Committee pairs Mentee with appropriate Mentor from the vetted Mentor list.

**Completion Certificate:** Once the program is completed with 11 points total.

Links to the applications are below.

[Mentor Application](#)

[Mentee Application](#)