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## Faculty Guidelines for Classroom Writing Mentors

### Writing Mentors and You

Writing mentors serve as instructional aides to assist you in improving the writing skills of your students. They should not be considered graders, however. They are also not proof-readers, although they should help your students become better proof-readers of their own work.

Writing mentors can assist you and the students in your class in the following ways:

- Holding regular office hours in the Student Writing Center to handle a range of writing issues and to read, review, and report back to you about your student's writing
- Assisting with peer review sessions in your classes
- Consulting with students in the early stages of writing: brainstorming, outlining, idea mapping, etc.
- Responding to first or second drafts of assigned essays.
- Assisting with required revisions of essays

Note: Writing mentors should NOT assign grades, but should discuss the specific strengths and weaknesses of the writing that students bring in for review to the Writing Center. The use of an author's cover sheet, your grading rubric, and the written assignment will help guide the mentor's response.

### Writing Mentor Responsibilities

- Participate in writing mentor training and supervision by the Director.
- Attend class as frequently as the professor deems appropriate. (Suggested minimum: first day + every day an assignment is distributed and discussed + every peer review day.)
- Hold regular office hours as needed, with a suggested *average* of 3 hours/week for 13 weeks.
- Consult with professor at least three times a semester.

### Writing Mentor Compensation

\$10/hour for 40-50 hours of work per semester. This work includes the initial training, all consultations with you, all mentoring sessions, class attendance, and any prep work the mentor needs to do for the consultations and sessions. To meet state and federal regulations, writing mentors must be paid an hourly rate and will be paid every two weeks.

### Faculty Member Responsibilities

- Clarify your expectations for writing for each assignment, discussing with your mentor the essay prompt, the grading rubric, and any other expectations you have.
- Sign and send to Payroll the student's time sheet every two weeks. Time sheets are due on the 15<sup>th</sup> and the last day of each month.
- Meet with your mentor monthly to review students' progress and address any mentoring issues.
- Contact the Director of University Writing Programs (mpeterson@pacific.edu or Ext. 22970) regarding any problems that arise.