

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Public Affairs Management Guidelines for Mentor Program

Approved by the 5th Institute General Meeting on March 18, 2010, School Year 98

I. The present guidelines are issued for the purpose of cultivating wise and ethical faculty members to fulfill responsibilities of mentors in accordance with “National Sun Yat-sen University (NSYSU) Guidelines for Mentor Program.”

II. Organization of the Institute of Public Affairs Management (hereafter referred to as “the Institute”) faculty mentors:

A. Chief Mentor

B. Mentor

C. Institute Counseling Faculty Member

D. Institute Counseling Military Instructor

III. General mentors are divided based on the following principles:

The Institute’s faculty members shall take turns to be the mentors for students in the master’s program and master's in-service education program. PhD students without research supervisors are mentored by the Institute director until a selection is made.

III. Each mentor’s set service hours for students are according to the mentoring time each week, as listed in the course schedule.

V. Responsibilities of the chief mentors of the Institute are as follows:

A. Chief mentors shall convene a meeting for all mentors at least once a semester.

B. Chief mentors shall coordinate with the mentors in

fulfilling their responsibilities, as well as review and improve the mentor program of the Institute.

C. Chief mentors shall attend university meetings for mentors or mentoring-related workshops.

VI. Responsibilities of general mentors:

A. Mentors shall have sufficient understanding of students' interests, hobbies, talents, attitude towards studying, family backgrounds, and such based on the students' list and comprehensive records.

B. Mentors shall assist students in class registration, participation in activities outside of class, problems related to coursework, life, friends, or psychological concerns.

C. Apart from mentoring time, mentors shall spend personal time in participating in students' activities such as trips, camps, tours, visits, picnics, fellowshipping, discussions, seminars, and community services as well as providing necessary mentoring.

D. Mentors must individually meet with each student at least twice per semester and record key points in the "student's comprehensive records." When significant problems occur, mentors must work with the Office of Student Affairs on individual cases.

E. Evaluate student general conducts and fill out the chart in students' comprehensive reports. Mentors must submit the "student conduct evaluation forms" to the Office of Student Affairs Mentoring Division two weeks before the final examination of each semester.

F. Mentors must attend the relevant students' personal case meetings and mentor meetings. For students' distinguished achievements or significant misconduct, mentors may ask the Office of Student Affairs to provide awards or punishments.

G. After meeting with a student, a mentor must encourage the said student to fill out the mentor activity and suggestion form. The form must be authorized with the stamp of the department, institute, or college chief mentor imprinted and sent to the Office of Student Affairs Counseling and Mentoring Center.

H. Mentors must strive to attempt Knowledge and Skills for Mentoring Learning Activity by the Ministry of Education or by NSYSU to gain professional knowledge and skills on mentoring.

VII. Mentor fees are given in accordance with NSYSU Regulations on Mentor Program.

VIII. Amount and usage of other fees related to mentoring activities:

A. Mentoring frees in special circumstances: This includes unexpected expenses that the mentor or relevant mentoring personnel required during student mentoring, including emergency difficulties, illness, psychological circumstances, and family or emotional issues

B. Mentoring activity fees: The Institute activities for mentoring program are given NT\$15,000 every semester in accordance with NSYSU Regulations on Mentoring Program. The receipt must be presented and evaluated for reimbursement.

C. Fees for “Knowledge and Skills for Mentoring Learning Activity.” Knowledge and Skills for Mentoring Learning Activities held by the department or institute are given NT\$15,000 every semester. The receipt must be presented and evaluated for reimbursement.

D. At the end of each activity, mentor must submit an electronic copy of the activity achievement report to the Counseling Center.

IX. A mentor who has shown a passionate and responsible attitude in service may be rewarded by the president

according to NSYSU Regulations for Awarding Mentors.

- X. For mentors who are unable to continue mentoring due to special circumstances or have not fulfill the necessary responsibilities listed in the present guidelines, the Institute chief mentor, college dean, and the vice president for student affairs may discuss the situation together and report to the president for the president to appoint another in their stead.
- XI. The present guidelines shall be implemented following approvals of institute general meetings and the Office of Student Affairs. The same procedure shall be carried out when amendments are to be made.