**Mentor / Lead Instructor Contract**

Mentor Name:

Lead Instructor Name:

Course Number/Name and Semester:

**Responsibilities of the mentor shall include (Check all that apply):**

* Regularly emailing announcements or reminders to students
* Creating online student learning groups
* Hosting TA office hours online; specify number per week: 
* Editing or creating content in Blackboard
* Assisting students with minor technical difficulties in Blackboard
* Moderating online discussions
* Grading student work and posting grades to the course’s online grade book in Blackboard; specific work to be graded:

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* Keeping up with course reading assignments
* Monitoring and responding to students’ e-mails
* Creating assessments
* Sending regular announcements to students about program-related events on campus, internship opportunities, and information about what program graduates should know based on credible sources in the field
* Leading a Virtual Class time(s) / semester
* Leading Blackboard Collaborate sessions (i.e. for exam reviews, creative project feedback and/or workshops, etc.); specific type of session(s) to be lead and how many times per semester:

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We understand the terms of this appointment and agree to work together in a fair and equitable manner to ensure that those terms are met.

Signature of Mentor: .

Signature of Lead Instructor: .