**University of Kentucky**

**Department of Writing, Rhetoric, and Digital Studies**

**2015-2016 Mentor System**

During your first year as a Teaching Assistant in the Department of Writing, Rhetoric, and Digital Studies (WRD), please refer to this sheet for a list of expectations. If it helps, you can even check off each requirement. The purpose of these lists is to establish clear guidelines, so that first-year TAs, mentors, and WRD administration can all be on the same page regarding the responsibilities of the mentor system.

**Responsibilities for Mentees (1st year WRD TAs)**

As a new TA, you are responsible to accomplish the following tasks. Note: First-year MA students who are not teaching have a different set of responsibilities.

**Fundamental Requirements**

* Cooperate with your mentor
* Remain amenable to having your mentor and the WRD intern observe your class
* Attend all mentor group meetings
* Accept and seek out constructive advice
* Respond to emails and provide materials needed for meetings in a timely manner
* Allow mentor to vet any changes you make to your syllabus and major assignments

**Meeting Requirements**

* Meet every other week with mentor group
* Come to each meeting prepared to plan assignments, teaching materials, experiences, etc.
* Collaborate with mentor at end of each semester to develop a progress report
* Work toward compiling teaching materials and developing teaching portfolio

**Observe Classes**

* During each semester, visit at least two classes, taught by your mentor or another veteran instructor
* Write a brief reflection of each classroom observation experience

**Note:** All TAs must attend at least one professional development session (PDS) per semester. You are, of course, free to attend more.

**Responsibilities for WRD Mentors**

As a mentor, you are responsible to facilitate the following tasks:

* Plan and participate in new TA orientation
* Visit the class of each first-year TA in your group twice in the fall semester and once in spring. Provide written feedback for the TA once per semester.
* Hold mentor group meetings every two weeks and develop agenda for these meetings
* Facilitate discussion of assignment planning, grade calibration, and writing instruction
* Meet with WRD administrators every other week to discuss mentor groups
* Inform WRD administrators via email of meetings, and invite them to mentor group meetings
* Report to WRD the progress of each new TA
* Collaborate with mentees and formulate a plan for evaluation.
* Assist the WRD intern and administrators with the creation of, planning, and execution of the WRD spring gallery.