

Department of Chemistry
Saint Louis University
Mentoring Plan

- Mentoring-related Activities Hosted by the Department of Chemistry
 - Fall open house: during the first week or two of the fall term, the department holds an open house. All majors are invited to attend. Faculty display research posters, the chemistry club has a poster, and lunch is served to all participants. Freshmen are especially encouraged to attend and meet their faculty mentor in a more informal venue. Students are notified via email, and signage is posted in Monsanto Hall.
 - CHEM 195: Freshmen enroll in the required “First Year Mentoring” program. During pre-registration for the spring term, Academic Advisors tell students during their advising appointments they must sign up for this. Students are also sent emails from the department reminding them to enroll in CHEM 195. There is one meeting held in February; all faculty attend to meet their mentees, and we cover all major curriculum plans and answer student questions. Refreshments are served at the meeting. To receive a Satisfactory grade (appears on student’s transcript) students must enroll and attend the meeting, and meet once with their faculty mentor in the spring semester to review their curriculum.
 - CHEM 295: Sophomores enroll in the required “Second Year Mentoring” program. During pre-registration for the spring term, Academic Advisors tell students during their advising appointments they must sign up for this. Students are also sent emails from the department reminding them to enroll in CHEM 295. There is one meeting held in February; a few faculty attend, and the main discussion centers around research opportunities for the students. We talk about research advisor selection, how to get involved in research in the department and on the medical campus, how to earn credit, and the expectations of students and faculty. We also present any curriculum updates and address student questions. To receive a Satisfactory grade (appears on student’s transcript) students must enroll and attend the meeting, and meet once with their faculty mentor in the spring semester to review their curriculum.
 - CHEM 395: Transfer students who miss enrollment in 195 and 295 must register for CHEM 395, “Transfer Student Mentoring”. Advisors tell students they must enroll, and this is offered each semester. A meeting with the Undergraduate Program Director is required, and all of the topics presented in 195 and 295 are addressed.

- Assignment of Faculty Mentors
 - All faculty in the Department of Chemistry participate in the mentoring program. When a student first declares chemistry or biochemistry as a major, paperwork comes to the Department. The Administrative Assistant assigns a faculty mentor in random order. The student and mentor are sent an email notification when the assignment is made. If a student would want to change mentors or specify a particular faculty member, that request is honored. Students are required to visit their faculty mentor in the freshmen, sophomore, and junior year. Students contact their mentor to set up a thirty minute appointment.

- Communication with Majors
 - Communication with majors is handled by the Undergraduate Program Director. E-mails are sent to students alerting them to activities, events, or other news. In addition, announcements are made in majors classes and signage posted in the department.

- Record Keeping
 - Individual Faculty Mentors track the progress of their students. The Undergraduate Program Director keeps lists of current students. Exit interviews are conducted by the Chair, and a summary is composed in spread sheet form of all responses students have given on their experience in the department, including their experience as a mentee. The faculty review the responses together.
 - Documents are maintained on the shared departmental drive; these items include mentoring tips outlined by year; suggested talking points; curricular plans; student curriculum planning guides; and a scheduling tool to assist student sign ups.

- Professional Development of Faculty Mentors
 - When a new faculty member joins the Department, the Undergraduate Program Director meets with that person to discuss policies and procedures surrounding mentoring. The places in banner to identify mentees, the items on the shared drive, and procedures are discussed.

- Mentoring Assessment
 - The primary mode of assessment has been the feedback provided by students in the exit interview. Since the institution of the enrollments in 195 and 295, we have conducted surveys at the events to find out what was good/helpful from the students' perspective.