

GAP Mentor Guidelines

1. ***Advising Expectations*** Mentors are expected to answer mentee questions to the best of their ability. If a mentor feels as though their mentee requires help beyond the scope of their knowledge or abilities, they can direct the mentee to the GAP Mentoring Chair or another mentor with the required physics sub-field knowledge. Mentors are not omniscient and should act in the best interests of their mentee.
2. ***Time Expectations*** Mentors can expect an average of 30-minutes per week of mentoring, including but not limited to email discussion and in-person meetings with their mentee.
 - a. If their schedule allows, mentors are expected to attend the three CETL 8000 in-person mentoring sessions. CETL 8000 meets Mondays 2:00-2:50pm in Howey S105A and the in-class mentoring session dates are TBA.
 - b. Additional meetings outside the scheduled CETL 8000 in-class mentoring sessions are left to the discretion of the mentee. If a mentor feels as though their mentee is asking for more meetings than can be accommodated in their schedule, they should contact the GAP Mentoring Chair.
3. ***Communicating with Mentees*** Whenever possible, communication through official Georgia Tech channels (ie your gatech email address) is preferred over personal email or instant messaging. In-person meetings with mentees should take place on campus or a mutually agreed upon public location.
4. ***Changing Mentors/Mentees*** At any time, for any reason, a mentee or mentor can ask the GAP mentoring chair to be re-assigned. Any retaliatory behavior should be reported to GAP and will be addressed in consult with the School of Physics Student Success Assistant Chair.
5. ***Mentor-Mentee Behavior Policies*** We expect mentors to uphold the same levels of discretion and respect associated with being a teaching assistant. Any violations of the following policies will result in removal as a GAP mentor. Violations to institutional policies will be reported to the appropriate bodies. If a mentee has violated the institutional policies against yourself or others within the mentoring program, please notify GAP and other appropriate bodies. These policies include:
 - a. FERPA, if your mentee voluntarily shares their personal grades with you.
 - b. Georgia Tech institutional nondiscrimination and harassment policies
 - c. Georgia Tech institutional students sexual misconduct policy
 - d. Additionally, the School of Physics has the policy "... the School of Physics prohibits romantic or sexual relationships between faculty or staff members and any person under their supervision" (Grad Handbook Section C). Though the GAP student mentor program is not department or institutionally run, all graduate students are employed by the institution and GAP considers mentors as supervisors to their mentees. For the duration of the program (until the end of Fall

2023), mentors are not allowed to pursue romantic relationships with ANY of the mentees.