



Monthly Mentor Guide – Mentor for SigEp Learning Community

To provide you with additional support, we've compiled a list of topics that you can cover with your mentee. These are general topics that apply to most chapters. Keep in mind that the timeframe of some of these topics may be dependent on the university academic calendar and chapter-specific programming, so you should adjust accordingly. The table below outlines a chapter that operates on a November election cycle and has fall and spring formal recruitment.

These questions are suggested as a general discussion guide – don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none">• How can you support a strong academic start to the school year?• What is the calendar of SLC events looking like for this semester? If the calendar has not yet been created or fleshed out, what can we do to get a draft completed before classes start?• Which subject matter experts do you need to connect with or schedule with for SLC programming this semester?• Have you arranged space for any SLC events outside of the chapter house (if applicable)?• How do you plan to collect feedback from the chapter on SLC events this semester?• Is the physical SLC space ready for move-in? Are there repairs, enhancements, or supply replenishments that need to occur before the semester starts?
September	<ul style="list-style-type: none">• Have you unpacked the SLC accreditation rubric and calendar with your committee? What plans might you make to strengthen your reaccreditation application?• How have you partnered with the vice president of programming and vice president of member development to create programming that checks multiple boxes?• What is your plan to educate potential new members and new members on SLC, and how it makes SigEp different? Have you collaborated with the vice president of recruitment and vice president of member development on this messaging?• Have you met with the chapter's Faculty Fellow(s) yet? How

	<p>can you utilize their time and talents within the SLC this semester?</p> <ul style="list-style-type: none"> ● Have you held an SLC event so far? How did you collect feedback on it, and how do you plan to use that feedback? ● What is the calendar looking like for this semester, and where do you need my support? Do you feel the calendar is balanced, engaging, and in line with the SLC accreditation expectations? ● How can you spotlight the SLC space or programming during Homecoming for alumni and chapter brothers?
October	<ul style="list-style-type: none"> ● Do you feel prepared for the upcoming elections? Have you met with candidates? How can you get them some experience now, so they'll be more prepared to completely take over the role? ● Is there anything you wish you would've done differently while you were the vice president of SigEp Learning Community? What advice do you have for the next officer? ● How are you supporting chapter scholarship outside of SLC events? ● How is your overall strategy for communication and feedback worked? Do you see a need to change strategy or improve? ● What fun, “non-academic” learning opportunities have occurred or are planned for the near future? How can you incorporate learning opportunities outside of standard academic topics?
November	<ul style="list-style-type: none"> ● How will you transition the new vice president of SigEp Learning Community into the role? ● How strong is the attendance at events? If attendance is low, what may be the root issue and how can you solve it? ● Do you feel like the executive board is on the same page as to where the chapter should improve next year? Are those areas of improvement being communicated to the candidates running in the elections? ● What feedback have you collected from the chapter on this semester's events? How have you/will you communicate this feedback to the new officers? ● What does the SLC calendar look like next semester/year? Are you on track for re-accreditation, and have you set the new officer up to succeed?
December	<ul style="list-style-type: none"> ● What documents do you need to transition to the next officer at the executive transition retreat?

	<ul style="list-style-type: none"> ● Have you arranged any on-campus space or guest speakers needed for events next semester? ● Has the executive board set a date for a check-in during winter break? Do you know what you need to be working on during the break for your successor to have a successful spring? ● Have you thought through planning any SLC programming for the first few weeks back on campus? ● Who on the executive board is attending the Carlson Leadership Academy? Have you registered yet? ● Have you walked the new officer through the SLC accreditation rubric and the chapter’s current progress towards re-accreditation?
<p>January</p>	<ul style="list-style-type: none"> ● Has the executive board finalized the SLC programming for the semester? How will this calendar be communicated to the chapter and documented for your accreditation application? ● How will you be building out your committee? Who should be on it? ● How has chapter attendance impacted our events so far? Are brothers coming to events freely, or only when obligated? ● Are chapter members bought-in to the SLC events slated for this spring? How can you make the calendar more engaging? ● What is currently missing that I can help you plan? ● Do you know how to arrange space on-campus for SLC events? Do you have a contact list for subject matter experts/guest speakers for SLC programming? ● What do you want to get out of the Carlson Leadership Academy? ● What does chapter scholarship look like from fall semester? How will you recognize academic improvement and excellence, and help brothers who need academic support?
<p>February</p>	<ul style="list-style-type: none"> ● After a month back on campus in your role, how do you feel about the progress your committee members have made? ● How has managing the calendar and documenting accreditation progress worked so far this semester? ● How is the SLC accreditation application looking? How would you self-evaluate the chapter as an SLC using the rubric? ● How are you using past data and prior SLC application feedback to improve? ● How are SLC events going? Do any planned programs or strategies need to change? ● How is the new semester going for the chapter

	<p>academically? What support can you and your committee provide?</p> <ul style="list-style-type: none"> ● How is the chapter’s dedicated SLC space - are changes, repairs, enhancements, or new supplies needed?
March	<ul style="list-style-type: none"> ● What did you learn at Carlson Leadership Academy? What improvements can be made to the chapter’s SLC programming based on what you learned? ● How are you working with the vice president of member development and vice president of programming to make sure that you are collaborating to avoid over-programming the chapter and plan events that meet multiple programming requirements? ● How has this mentor/mentee relationship been going for you? Is there anything I can do to improve?
April	<ul style="list-style-type: none"> ● What ideas do you have for SLC programming for next semester? Which subject matter experts, university staff, and alumni can you ask to facilitate programming? ● How can you balance SLC opportunities that support on-campus academics, those that support post-college success, and opportunities for “learning for fun”? ● Are you satisfied with how the chapter is ending the semester? How can you adjust your strategy moving forward to make sure you’re better prepared for the summer and fall? ● What areas of improvement do you see in the chapter as an SLC? What improvements can you make to the SLC space, and to next fall’s learning opportunities?
May	<ul style="list-style-type: none"> ● How did you collect feedback on the events we held this past semester? How might you use that feedback to improve? ● Are there any opportunities for the chapter to host events during the summer? ● What is your capacity for officer work this summer? What is the executive board’s plan for meeting or connecting over the break? ● What projects do you want to complete this summer to make sure you are successful in the fall? ● Is the SLC space prepared for returning to campus in August? ● What support do you need to finish out the school year? ● Has the chapter reviewed SLC accreditation feedback and self-evaluated the SLC for areas of excellence and

	improvement? When do you plan to do so?
June	<ul style="list-style-type: none"> ● How have the executive board summer check-ins gone so far? ● How do you plan to connect with university staff this summer to increase support for SLC programming? ● Have you created a list of SLC events you'd like to hold in the fall? What do other executive officers need your help in planning? ● Have you arranged any space needed for fall semester SLC programs?
July	<ul style="list-style-type: none"> ● What is your plan to connect with your new regional director? ● Have you connected with new university staff to educate them on SigEp Learning Communities and build relationships? ● How have you coordinated with the vice president of programming and the vice president of member development for the upcoming year?