

# Sample FSEM Ground Rules

By Janette Benson, Department of Psychology

*To help me to do my best as your mentor, please do your best to do the following things:*

## 1. RETURN PHONE CALLS.

If I call and leave a message for you, please be prompt about returning my call. You may leave a voice message at my office number, x1\_\_\_\_\_, 24-hours a day. Be sure to work out arrangements for taking phone messages with your roommate. If your only phone number is a cell phone with a number that would require a long-distance charge from Denver, I will NOT return the call. In that case, you should communicate with me by e-mail.

## 2. CHECK YOUR E-MAIL REGULARLY.

You can send e-mail messages to me at the following address: \_\_\_\_\_@du.edu. There will be times when I will convey important information to you by e-mail about advising appointments, registration for classes, special events and opportunities. I will not follow this up with a phone call or written message. IT IS YOUR RESPONSIBILITY TO CHECK YOUR E-MAIL AND TO REPLY PROMPTLY. Following University policy, I expect you to use your DU e-mail address. If you choose not to use this address, you need to forward mail from your DU e-mail address to whatever other e-mail address you decide to use. The University considers sending information to your DU e-mail address as a legitimate form of communication. If you do not receive University information because you have not forwarded your DU e-mail to another e-mail address, you assume all responsibility. I check my e-mail several times a day and usually first thing in the morning and the last thing at night.

## 3. SHOW UP FOR APPOINTMENTS.

When we make advising appointments, do your very best to keep the appointment and to show up promptly, but do not come more than ten minutes early (or late!). I have a sign-up sheet on my office door for regularly scheduled office hours, but will try to find mutually convenient times for us to meet as the need arises. If something prevents you from being on time or from keeping your appointment, call or e-mail and let me know as soon as you can. Do not blow off meetings with me because it is inconsiderate, wastes my time, and you should feel crummy about behaving this way.

## 4. GROUP EVENTS.

Some students like to be part of group activities (e.g., going out to eat, taking a hike, attending a play, coming to my house for dinner) and other students prefer to do things with their mentor on an individual basis. I will do my best to mentor you in the style that works best for you, but you need to help me learn about your style. When I invite you to a group event, let me know if you really want to attend. I won't feel bad if you don't want to attend, but I will be annoyed if you tell me you want to attend and you don't show up. Some students feel uncomfortable about saying that they do not want to attend, so they say they will and then don't show up. I respect your honesty and want you to feel comfortable and not pressured to tell me if there are events that you would prefer to skip. It is a drag to make dinner for 10 people when only 3 show up. So, please just tell me what works best for you.

## 5. KEEP IN TOUCH WITH ME.

Let me know how things are going and how I can help you to have a successful and enjoyable time at DU. The only dumb question is one that never gets asked!

