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## Design and dissemination of the MENTOR Tutorial Attention Plan in the School of Industrial Engineering of the University of Valladolid

**UVa**

**ABSTRAC:** We present the work done designing a Tutorial Attention Program, called "MENTOR Program", aimed at all new students of the School of Industrial Engineering of the University of Valladolid. The program is based on peer support to facilitate speedy integration of new students into the university environment. We expect that upperclassmen, "Mentors", supervised by a teacher, "Tutor", orient and advise a group of new students, "Tutored" to help them in their academic and social incorporation in the university, and contribute the success of their studies.

This design includes: a comprehensive review of the state of the art in other spanish universities, a study of program members' roles and responsibilities (Tutor Teachers, Mentor Students, Tutored Students), setting the agenda for the implementation, fixing the meetings of the various agents, enrolment periods, the selection of mechanisms for disseminating the program and designing materials (logo, posters, ... ) .

### 1. MENTOR PROGRAM'S MEMBERS

- **Coordinators and program's committee:** 21 teachers from 9 different departments with teaching at the School of Industrial Engineering from the University of Valladolid (UVa), including 4 members of the management of the School of Industrial Engineering and General Secretary of the UVa.
- **Tutored students:** all new students of the 11 groups of first course.
- **Mentor students:** for each of the 11 groups of first course, two Mentors of the same degree that Tutored students are sought. In total 22 Mentors are needed, although training courses would be extended to a somewhat larger number just in case there were unforeseen. Mentors will develop transversal competences in high demand by companies, such as leadership and oral communication.
- **Tutors:** 11 Tutor teachers, one for each two Mentors assigned to every group of first course.

### 2. SCHEDULE OF THE MENTOR TUTORIAL ATTENTION PLAN

**April / May 2016**

- Campaign to disseminate the new call of the Mentor Project.
- Mentors' registration in the website.

**June / July 2016**

- Meeting to pass the documents for the development of the Mentor 2016-2017.
- Mentors' selection. Assigning teams Tutor-Mentors-Tutored.

**September t / December 2016:**

- First week of September:
  - Seminar on general operation of the UVa (2 h).
  - Seminar on general operation of the Eii (2 h).
  - Seminar on leadership, teamwork and oral communication (6/8 h).
- Each month, two meetings Tutor-Mentors to prepare each meeting Mentors-Tutored.
- Each month, two meetings Mentors-Tutored. Mentors have to do a report of each meeting.
- In mid-December, Mentors will pass a satisfaction questionnaire about the Mentor Project to the Tutored.

**March 2017**

- Project closure meeting. Information about evaluation of it and suggestions for improvement.
- Satisfaction questionnaire about the Mentor Project, both Mentors and Tutors.

**April 2017**

- Delivery of the work end report from Mentors to their Tutors.

LOGO



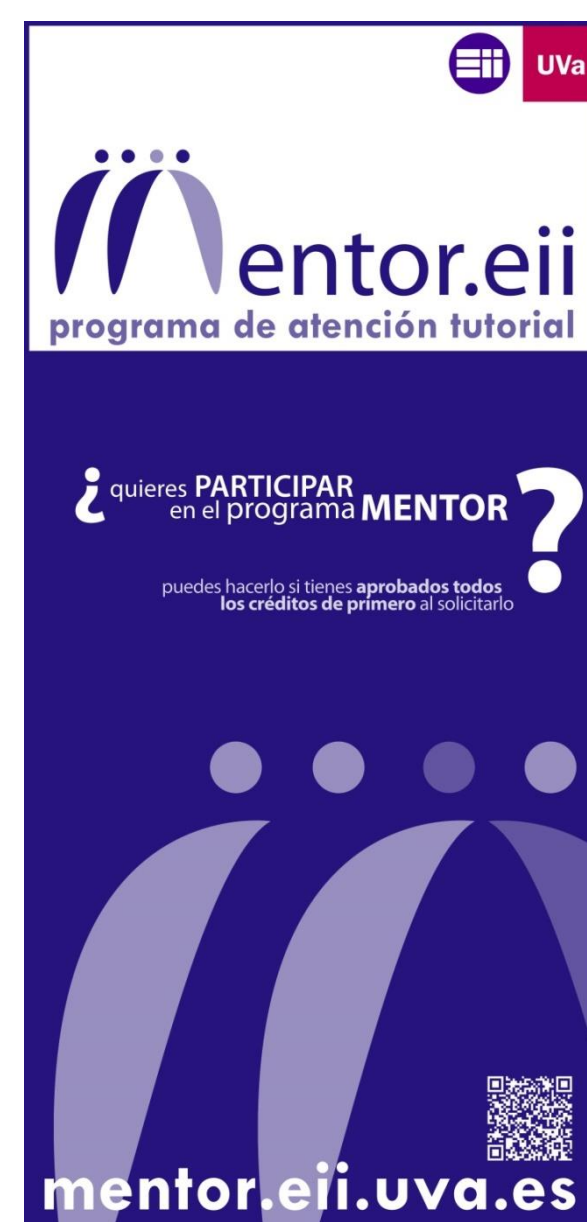
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El objetivo fundamental del Proyecto de Atención Tutorial **MENTOR** es ayudar y orientar al estudiante de nuevo ingreso (Tutelado) en la Eii. Esta orientación la llevará a cabo un estudiante, preferentemente, de su misma titulación (Mentor) que esté matriculado en cursos más avanzados.

**Requisitos para ser Estudiante MENTOR**

- Cuando se haga la solicitud tener aprobados todos los créditos de primer curso.

**Criterios para la selección de Estudiantes MENTORES**

- Capacidad comunicativa del estudiante, habilidades de relación, aptitud resolutoria, capacidad para trabajar y liderar equipos, ...
- Motivación para participar en el programa.
- Conocimiento y utilización de los recursos de la Eii y de la UVa.
- Ser miembro de alguna asociación, entidad social o de voluntariado.
- Tener formación o experiencia en: monitor de tiempo libre, animación sociocultural, equipos de trabajos, nuevas tecnologías, etc.
- Realizar funciones de representación estudiantil.

Tendrán prioridad los estudiantes de los últimos cursos con mayor número de créditos aprobados en el momento de hacer la selección.

**Beneficios que obtiene el estudiante MENTOR**

- Reconocimiento de 3 ECTS (1 ECTS formación + 2 ECTS participación).
- Certificado de participación como Mentor en el Programa.
- Recibir una formación (unas 10 horas) con un diploma acreditativo.
- Apoyo por parte del equipo responsable del programa.
- Potenciar competencias transversales, como comunicación oral, liderazgo, capacidad de resolver conflictos, muy valoradas todas ellas en el entorno laboral, incorporando un elemento distintivo en su currículum.

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