

## ACES Mentors – Fall 2026

### Expectations & Responsibilities

#### Leadership:

- Mentors are expected to gain rapport with all students and serve as positive mentors and role models in the first eight weeks of their college experience. You may be the only inspiration students see that day!
- ACES Mentors will attend the Wednesday or Thursday class of the ACES 1120 section they are assigned to for a total of eight classes in the Fall 2026 Semester.
- **ACES Mentors are strongly encouraged to also attend the Monday or Tuesday class section they are assigned to.**
- ACES Mentors must attend the Wednesday or Thursday class of the ACES 1120 section wearing their ACES Mentor shirt.
- ACES Mentors missing the Wednesday or Thursday class of the ACES 1120 section they are assigned to must secure a mentor to cover for them.
- ACES Mentors who miss more than one Wednesday or Thursday class of the ACES 1120 section they are assigned to will lose one letter grade in their ACES 301 course for each additional absence.
  - Section M20 – 10:30 am – 11:20 am on Tuesdays and Thursdays.
  - Section M21 – 12:00 pm – 12:50 pm on Tuesdays and Thursdays.
  - Section M23 – 12:00 pm – 12:50 pm on Mondays and Wednesdays.

*As you plan your Fall 2026 classes, please try to select classes that allow you to keep at least one (or more) of these times open to help us schedule mentors and classes. If you are simply not able to leave any of these times open, contact Dr. Townsend ([jtowsen@nmsu.edu](mailto:jtowsen@nmsu.edu)).*

- ACES Mentors will be required to attend an ACES Mentor Training in August prior to classes starting and the events listed below. Mentors who are unable to attend must immediately contact Dr. Townsend.
  - Training - August 14-15, 2026.
  - ACES Night Out - August 19<sup>th</sup>.
  - Welcome Home Aggies – September 3, 2026
  - Heritage and History Ceremony – Tentatively November.
  - ACES Mentors will have weekly expectations for mentees during the first eight weeks of ACES 1120. Mentors will also be responsible for their own personal leadership-building expectations, as assigned.

#### Rapport:

▪ ACES Mentors play a key role in the academic success of ACES students. Freshmen who develop a connection with the campus community are far more likely to have a successful experience during their first semester. The connection they make with you and their mentee group is likely to be the connection that makes a difference. **Mentors are expected to go out of their way to make group members feel as though they are part of the group!**

- Learn names and how to pronounce them correctly.
- Be human; share personal experiences/examples when appropriate. Class members will be eager to learn you had fears and concerns during your first semester too!
- Greet class members as they arrive to class and help them feel welcome.
- Be approachable, open to questions, and willing to provide help. Make class members aware you can be reached outside of class time, and encourage them to do so.
- Be inclusive and interact with the entire group. Take responsibility for making sure all group members know one another.
- Respond to phone calls and e-mails in a timely matter. Nothing is more frustrating than trying to contact someone who is not responsive.
- Help students feel connected on campus.

**Professionalism:**

- Be an exemplary role model! Remember, you set the standard. If you conduct yourself in a professional manner, class members will be encouraged to do the same.
- Use appropriate language. No cursing or use of offensive and/or unprofessional language.
- Dress conservatively.
- Be a person of **integrity!** Establish a good reputation from the beginning.
- Be honest. If we expect our class members to be honest with us, they have the right to expect that we will be honest with them.
- Protect the confidentiality of your small group members. Remember information revealed to you in class assignments should not be discussed with other class members or other mentors.
- Remain neutral when discussing sensitive and controversial issues (alcohol, sex, religion, politics, etc.).
- Demonstrate a positive attitude! ACES Mentors should not speak negatively about the university, college, instructors, other mentors, or incoming students.

**Special Notes:**

- It is **not** the role of ACES Mentors to serve as professional counselors. If a student is facing personal challenges he/she has shared with you, refer them to the Counseling Center (counsel@nmsu.edu or 575-646-2731) for an appointment. If such a situation arises, be certain to notify the instructor (Dr. Townsend).
- Watch for warning signs indicating a class member is having problems (change in behavior or attitude, absences, inappropriate behavior, etc.) Inform the instructor of the situation.
- Have fun!!

**I have read and agree to the ACES Mentor Team Expectations and Responsibilities.**

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*Signature*

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*Date*

*Submit **printed, signed Expectations and Responsibilities** document with printed application to GT 221 by 5 p.m. Monday, April 13th.*

*If you have questions, please contact Dr. Townsend (jtowsen@nmsu.edu).*

*Thank you for your interest in the ACES Mentor Program!*