

# MSSS Year Plan: Tanisha Palmer

## VP Academic 2019-2020

VP Academic, Tanisha Palmer  
Year Plan 2019-2020



### TIMELINE

Before September 1, 2019	Before January 1, 2020	Before April 1, 2020
<ul style="list-style-type: none"> <li>- create the foundations and structures of the MSSS mentorship program</li> <li>- have sign up and activities for mentorship program during Welcome Week'19</li> <li>- Have online version of first year survival guide uploaded</li> <li>- create synthesized version of first year survival guide, that is feasible to print for Welcomed</li> <li>- create online version of an academic "all you need to know" guide</li> <li>- create online survey to get feedback and suggestions for the upcoming academic year</li> <li>- have Experiential Education Governing Council (EECG) representatives chosen</li> </ul>	<ul style="list-style-type: none"> <li>- hire mentors; including having a signed contract and one training session</li> <li>- have applications for mentees selected</li> <li>- run one mandatory event each month within the mentorship program</li> <li>- create second online survey for input on second semester needs and activities</li> <li>- update online first year survival guide and academic guide</li> <li>- have structure for Career Month, working alongside EE and program societies</li> </ul>	<ul style="list-style-type: none"> <li>- create final end of the year feedback online survey</li> <li>- facilitate an end of the year mentorship social</li> <li>- create form to receive feedback on Career Month for the following year to refer to</li> <li>- Meet with EECG student representatives to reflect and get suggestions for the next academic year</li> <li>- finalize transition report for incoming VP Academic</li> </ul>

### OBJECTIVES

Project: Mentorship	
<b>Goal</b>	Overall goal of the Mentorship program is to have incoming first year & second year students paired with an upper level student (third and fourth year). Within this program the mentors will be responsible for facilitating a

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	meaningful connection with their mentee to ensure any questions they have about McMaster and Social Sciences are answered. The mentees should feel like they always have someone to turn to while they are starting their post secondary journey!
<b>Challenges</b>	<ul style="list-style-type: none"> <li>- Having the correct number of students so that each mentee can be paired up with a mentor</li> <li>- Ensuring the mentors are fulfilling their responsibilities throughout the whole school year</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>- Have sign up lists and program description ready for Welcome Week'19 and have incoming first years sign up</li> <li>- Put out applications for mentors,</li> <li>- Conduct interviews</li> <li>- Train Mentors</li> <li>- Create contract for mentors</li> <li>- Have forms for interested mentees to sign up</li> <li>- Pair up mentors and mentees based on questions within applications and academic interests</li> <li>- First social event where the mentees and mentors will meet one another</li> <li>- Create a schedule for mentors to update when they are seeing their mentee, must be at least once a month (will record what they did, what day etc)</li> <li>- Halfway check in point with a social event</li> <li>- Continue to check in on the mentees and mentors</li> <li>- Final social event</li> <li>- Get feedback for next year</li> </ul>
<b>Partners</b>	Student Representative Assembly, Welcome Week Planners
<b>Capital Request</b>	<ul style="list-style-type: none"> <li>- Approximately \$200 budget to have food and any necessary supplies for the larger scale social events</li> </ul>

### Project: First Year Survival Guide

<b>Goal</b>	To provide incoming first year students with a guide that can answer all their questions and concerns about life at McMaster and any social science specific academic concerns. The guide will be online to ensure it can continuously be updated to provide them with relevant information. The overall goal of the guide is to be the place first year students know to go to when they have any questions! It will include academic information about applying to majors, what classes to take, GPAs needed, and more! And will
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	also include resources at McMaster and how to get involved in a way that will matter to them.
<b>Challenges</b>	<ul style="list-style-type: none"> <li>- Promoting the guide so students will use the resource</li> <li>- Creating a condensed one to put in swag bags for Welcome Week'19</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>- Updating previous first year survival guide, cutting any unnecessary information</li> <li>- Contacting program societies to get personal message to pair with their description</li> <li>- Contacting Experiential Education to get personal message to pair with their description</li> <li>- Create a small various to be printed for swag bags</li> <li>- Promote the online version with the help of VP External</li> <li>- Continuously update online version and with the help of the VP External promote its changes</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>- VP External, Welcome Week Planners, Program societies, Experiential Education</li> </ul>
<b>Capital Request</b>	<ul style="list-style-type: none"> <li>- approximately, \$0.30 per mini survival guide* 900 first year social science students</li> </ul> <p>= \$270.00</p>

<b>Project: Academic Survival Guide</b>	
<b>Goal</b>	The overall goal is to create a new survival guide for all years, considering the first year one will be updated to try and include information specifically geared to incoming students. This Academic survival guide will also be online to ensure it has the most relevant information and anyone can access it. It will include academic requirement information, including how to apply for a minor, graduation, masters programs and more! It will have Experiential Education information specifically about classes offered, programs including internships and their academic awards. Ideally, this guide will be the place any social science student, regardless of year of study, can turn to when they have an academic questions or curiosities about what McMaster offers them!
<b>Challenges</b>	<ul style="list-style-type: none"> <li>- Making sure social science students know this guide is now available and will access it</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>- Use current first year survival guide as a template, to draw out information that would be relevant to all academic years</li> <li>- create a new online template for survival guide</li> </ul>

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	<ul style="list-style-type: none"> <li>- Get relevant information from Experiential Education, Admissions Office, Program societies and Mohawk College</li> <li>- Promote the new academic survival guide with the help of VP External</li> <li>- Continuously update online version and with the help of the VP External promote its changes</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>- VP External, Program societies, Experiential Education, Admissions Office</li> </ul>
<b>Capital Request</b>	<ul style="list-style-type: none"> <li>- online fee should be included in first year survival guide (use the same program)</li> </ul>

<b>Project: Career Month</b>	
<b>Goal</b>	To work alongside the office of Experiential Education and program societies to plan and facilitate a month long "Career Crawl". The overall goal is to have information sessions and activities that are engaging and important to social science students, so they will not only want to participate. but walk away with at least one new piece of information!
<b>Challenges</b>	<ul style="list-style-type: none"> <li>- Promotion of events, to ensure it is reaching a large demographic and turn out is high</li> <li>- Running events a times that will work for the majority of students and will encourage them to want to come</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>- Consult with Experiential Education about their ideas for the events</li> <li>- Consult with the program societies about their ideas for events they would like to run</li> <li>- Plan out a theme for each week that the events could be centered around</li> <li>- Support Experiential Education in any way I can to help facilitate their events</li> <li>- With the help of VP External make sure the whole month and each individual event gets the proper promotion</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>- Experiential Education, Program Societies, VP External</li> </ul>
<b>Capital Request</b>	