

**Office of International Affairs**  
**International Peer Mentoring Scholarship Program**  

---

**Professional Service Agreement 2019-20**

---

In accepting the role of an IPMP Mentor, I understand that I must meet a certain set of standards. These standards have been established to ensure the best possible experience for students and mentors. Initial **each of the following** to indicate your understanding and agreement:

| <b>Availability Requirements</b>     |   |
|--------------------------------------|---|
|                                      | As a <b>Welcome Assistant</b> , I understand that I am required to be available in the Indianapolis area to assist as needed for up to 80 hours total (Fall and Spring combined) during the last week of July, full month of August, and over winter break. If I plan to be out of town or are otherwise unavailable during these times, I understand that I am not eligible for the IPMP scholarship. Only extenuating circumstances may excuse me from my responsibility area with advance approval from the IPMP Director. |
|                                      | As an IPMP mentor I realize that I am required to be available in the Indianapolis area during the full month of August to work with my mentoring team to support assigned incoming students. Only extenuating circumstances may excuse me from this responsibility with advance approval from the IPMP Director.   |
|                                      | I understand that there will be additional trainings for my specific responsibility area and that I will be required to attend or make up any of these trainings.   |
| <b>Conduct &amp; Professionalism</b> |   |
|                                      | I understand that my conduct during the term of my scholarship is bound by the IUPUI Student Code of Conduct, which can be found at <a href="http://www.iu.edu/~code/">http://www.iu.edu/~code/</a> .   |
|                                      | Sexual harassment of any faculty, staff or student member will not be tolerated and is subject to <b>immediate termination</b> of my scholarship without warning.   |
|                                      | I understand that using and/or being under the influence of drugs and/or alcohol while performing the duties of my scholarship is unacceptable and is grounds for <b>immediate termination</b> of my scholarship without warning.   |
|                                      | I understand that while I serve as an IPMP mentor, I am a representative of the Office of International Affairs. I will always represent IUPUI and the Office of International Affairs in a positive manner.  |
|                                      | I understand that information on social media such as Facebook, Instagram, etc, are public domain. My information on these sites should be presented in a professional manner.  |
|                                      | I recognize myself as a role model. I will set a positive example for all students by showing respect and consideration for all members of the faculty, staff, administration and their property.   |

|   |   |
|---|---|
|   | During my scholarship term, it is not permissible to date or engage in a relationship of sexual nature any IPMP mentees, or mentors on my team.   |
|   | I will promote an understanding and respect for various opinions, values, and cultural backgrounds. I will not tolerate or participate in any incidents of prejudice or biases related to gender, race, appearance, ethnic origin, age, sexual orientation, religion or ability.  |
|   | I will respect the confidentiality of information shared among IPMP scholarship recipients and the Office of International Affairs staff.   |
| <b>Responsibility &amp; Reliability</b> |   |
|   | I will respond to any IPMP-related emails or phone calls <b>within 24 hours</b> , whether it be from an OIA staff member, IPMP team mate, or mentee.  |
|   | I understand that I am expected to attend <u>all</u> IPMP meetings which take place every Friday from 2:30 to 4:00 pm. I will not schedule other appointments or meetings that conflict with the IPMP meeting. If I am unable to attend due to extenuating circumstances, I will contact the IPMP coordinator at least 48 hours in advance.         |
|   | I understand that I am expect to attend all of the May training, Bradford Woods training, and the summer trainings. If I am unable to attend due to extenuating circumstances, I will contact the IPMP coordinator in advance and will need to make up the time.  |
|   | I agree to fully participate as a member of my Mentoring Team, and to cooperate with team members to fully serve the needs of assigned mentees to the best of my ability.   |
|   | In case of illness, emergency, or if I will be late to any required event or meeting, I am required to call the coordinators at 317-274-7000 or email <a href="mailto:imentor@iupui.edu">imentor@iupui.edu</a> and provide an estimated time of arrival. I will be considered unexcused if I do not make this call before my expected arrival time. |
|   | I understand that I am required to attend the 2019 IUPUI Mentoring Symposium which takes place 9am – 5pm on Saturday, October 5 <sup>th</sup> , 2019.   |
|   | I understand that I am required to enroll in a one credit hour mentoring course in the appropriate sequence (U201, U202, U203 or U204). I understand that this course is graded and that continuation to a second semester in IPMP is dependent on receipt of an A or A- in these courses.  |
| <b>Scholarship Terms</b>                |   |
|   | I understand that my ability to maintain my IPMP scholarship is dependent on my compliance with all of the terms of this contract.  |
|   | My scholarship amount is stated on the Scholarship Acceptance Form  |
|   | I understand that I must receive an A or A- in my mentoring course to be eligible to continue receiving the IPMP scholarship. Additionally, I understand that I must maintain a semester and cumulative GPA of at least 2.80 to be eligible to continue receiving the scholarship.  |

|  |  |
|--|--|
|  | I understand that scholarships are posted one week after the start of classes for each semester. I am responsible for any payments due on my account (including late fees) prior to the posting of my scholarship.   |
|  | I understand that fee remission for my mentoring course may not take place until one month after the semester begins. I understand I am responsible for paying for the course in advance if I wish to avoid late fees. After the fee remission takes place, a refund check will be issued by the Bursar's Office.  |
|  | I understand that if I do not meet the requirements set forth by this contract and my scholarship has already been awarded, my Bursar account will be encumbered for that specific amount.   |
|  | <p>If I fail to fulfill or comply with any of the conditions, with the exception of the drug/alcohol and/or sexual harassment policy (which both result in immediate termination), it will result in the following actions:</p> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> – Verbal Reprimand with written confirmation</li> <li>○ 2<sup>nd</sup> – Written Reprimand</li> <li>○ 3<sup>rd</sup> – Retraction of IPMP Scholarship</li> </ul> |
|  | I understand that I may be required to re-apply to be considered for the IPMP scholarship for the 2020 Spring Semester as well as the 2020-21 academic year.   |
|  | I give the Office of International Affairs and IUPUI permission to use any picture and/or quote from me at any time for advertisement, publication or web design.  |

By signing this, I confirm that I agree to all of the terms stated above.

\_\_\_\_\_  
Mentor's Name (Please Print)

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
10-digit Student ID Number

\_\_\_\_\_  
Date