FACULTY MENTOR (FM)

On-Campus & Online Programs

Description

The Faculty Mentor (FM) is responsible for providing direct subject/curriculum mentorship and support to all Course Leads (CL) during the first time a new GSS course is taught. A Faculty Mentor (FM) sets the academic standards and monitors the integrity of the course. Through their work with the Course Lead (CL) and collaboration with the corresponding subject/curriculum Sequence Committee (SC), the Faculty Mentor (FM) ensures the consistency of course standards and delivery between the on-campus and online sections of a course.

When a new GSS course is taught for the first time, whether on-campus or online, each Course Lead (CL) will be assigned a Faculty Mentor (FM). The Faculty Mentor (FM) provides subject expertise, including specific instruction on course competencies, common assignments, and pedagogy. Whenever possible, the faculty member who developed the course will serve as the Faculty Mentor (FM). Following the first time a course is delivered, the Sequence Chair (SC) of the appropriate subject/curriculum area (Policy Sequence, Practice, etc.) will be the primary contact for a Course Lead (CL) in need of subject/curriculum specific guidance. Each Faculty Mentor (FM) will coordinate with, and is supported by, the GSS Adjunct Faculty Coordinator, the Director of Online Education and the Associate Dean of Academic Affairs.

Important Note concerning the Online Program: The GSS Online MSW Program is delivered in 8-Week consecutive terms. The terms run year-round (fall, spring, summer) and do not follow the Fordham University recess break or holiday schedule. All asynchronous and synchronous coursework and live session dates continue and are not subject to the on-campus calendar or weather-related closures.
Qualifications

- The Faculty Mentor (FM) must be a full-time GSS faculty member or adjunct faculty member approved by the Associate Dean of Academic Affairs in consultation with the subject/curriculum Sequence Chair (SC).

- The Faculty Mentor must be available to the Course Leads (CL) throughout the length of the course. **Note:** Faculty members who agree to serve as Faculty Mentors (FM) for a new online course must be able to serve according to the Online Program schedule. The GSS Online MSW Program is delivered in 8-Week consecutive terms. The terms run continuously year-round (fall, spring, summer).

Responsibilities

**PREPARATION - Before Start of the Course:**

- Become familiar with master syllabi, course objectives, course content, online course framework, assessments, technology updates, best practices in pedagogy, updates to any school policy, technology prep and training.

- Confirm that the course calendar is up-to-date, holidays/recess dates are communicated, and there are no course conflicts.
Responsibilities continued

- Ensure access/readiness of all necessary technology tools and specifications necessary to carry-out mentorship of Course Leads (CL); for example, a Web Cam, computer with up-to-date software, etc.

- Ensure consistent and reliable access to high-speed internet, professional, appropriate, distraction-free virtual space to conduct any virtual meetings or supervision sessions.

- All Faculty Mentors (FM) mentoring Course Leads (CL) in the GSS Online Program are required to complete the 2U Faculty Training (2-3 hours).

- Complete the required Fordham University training of course delivery systems such as Banner, TK20, etc.

- Review the integrity and readiness of the Master Course Site within the LMS (Blackboard, BrightSpace, or 2U).

- Assist the GSS Adjunct Faculty Coordinator and Associate Dean of Academic Affairs with the development of Course Lead (CL) orientation materials.

- Attend the Course Lead (CL) Orientation meeting.

- Send a welcome email to all Course Leads (CL) introducing yourself as the Faculty Mentor (FM) and remind Section Instructors (SI) to review role expectations and responsibilities.
Responsibilities continued

• Ensure that each Course Lead (CL) is in possession and using approved GSS curriculum and course materials (e.g., master syllabi, texts and required readings) – for both on-campus courses and online courses. Check materials for both synchronous instruction and asynchronous activities/assignments. It’s recommended this be done four (4) weeks before the start of classes.

• Check that Course Leads (CL) have received, and ideally, have read, the provided support materials such as Best Practices for your Online MSW Course and Expectations for Online Teaching

DURING: Throughout the Course/Semester:

• Maintain all course and academic standards by providing direct and structured support/mentorship to each Course Lead (CL).

• Ensure that each Course Lead (CL) is providing quality academic instruction and accurate curriculum guidance to the Section Instructors (SI) under their supervision.

• With Online courses, periodically check-in to ensure Course Leads (CL) are adequately engaging and supporting Section Instructors (SI).

• Ensure that Course Leads (CL) adhere to GSS policies and procedures and are accurately communicating them to Section Instructors (SI).
Responsibilities continued

• Monitor the equitable and non-discriminatory treatment of Section Instructor (SI) by Course Leads (CL).

• Support Course Leads (CL) with any issues related to curriculum supervision of Section Instructors (SI). Provide guidance on problem resolution in keeping with GSS policies and/or the steps for communicating their concerns directly to the GSS Adjunct Faculty Coordinator, or other appropriate GSS administrator(s).

• Immediately contact the GSS Adjunct Faculty Coordinator with any serious concerns regarding a Course Lead (CL) – behavior, treatment of students, or quality of instruction.

• Communicate and instruct Course Leads (CL) on any curricular changes, updates or revisions made by the curriculum Sequence Committee during the semester/delivery of the course.

• Work directly with the GSS Online Program Department concerning any platform, technology or operational concerns.
MEETING SCHEDULE

• Meet with each Course Leads (CL) a minimum of 3 times* throughout the delivery of the course:

  ORIENTATION

  • Group meeting with Course Leads (CL). On campus or virtual.

  MIDPOINT OF COURSE  (Week #7 or Week #8 on campus)
                      (Week #4 or Week #5 online)

  • Mid-point Individual check-in with Course Leads (CL). Mid-term evaluation.

  END OF COURSE       (Week #14 or #15 on campus)
                      (Week #8 online)

  • Gather/document final feedback from each Course Lead (CL).

*Arrange additional meetings/communication as needed.
Responsibilities continued

• As the system of record, always maintain communication through the LMS and your Fordham email address.

• Participate in at least one monthly virtual meeting with GSS Director of Online Education, Assistant Director, other Online Course Leads (CL), Section Instructors (SI), and GSS Online Faculty Committee.

CONCLUSION: End of Course/Semester:

• Gather feedback from each Course Lead (CL) and the Section Instructors (SI) they supervised before the end of the course.

• Document input from Course Leads (CL) on course content, pedagogy and any recommended updates/revisions.

• Provide documented feedback from Course Leads (CL) to GSS curriculum Sequence Committee.

• Provide the GSS Adjunct Faculty Coordinator and with your feedback and recommendations regarding the performance of individual Course Leads (CL).

• Communicate to the GSS Adjunct Faculty Coordinator and the GSS Online Program Department any overall/final feedback regarding the delivery and administration of a course.
### NEW COURSE

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**Associate Dean Academics**  
**Director Online Education**  
**Education**  
**Student Services**