

Essential information about your undergraduate academic mentor

At LSE, **academic mentoring** is about building scholarly partnerships based on shared purpose and understanding. Every student has an Academic Mentor who acts as their **first point of contact** with the academic community. Your Academic Mentor will keep an overview of your academic progress and overall well-being during your time at the School. **You are expected to book at least two mentoring meetings per term.**

How Can Academic Mentoring Help You Navigate Your Studies?

- Enhance your student experience through personalised academic guidance
- Improve your academic success with discipline-specific support
- Develop a sense of belonging within your disciplinary community.

What Does Your Academic Mentor Expect of You?

- You are responsible for scheduling and attending regular meetings with your Academic Mentor. Group meetings are generally scheduled by your Academic Mentor
- Prepare for the meetings and talk about things that are relevant to you
- Engage in this scholarly relationship, ask questions, and show interest
- Communicate clearly and openly. Keep in touch by email and stay in contact
- Raise issues that could impact your studies to get support and guidance.

What Can You Expect From Your Academic Mentor?

- A reliable point of contact in your department during your time at LSE
- Meetings twice a term, as a minimum, to talk about your progress, wins and challenges
- Academic support and guidance with your studies, tailored to your programme and discipline
- Guidance on where to seek well-being support in your department and from the School
- Implement the provision outlined in My Adjustments.

Areas Where Your Academic Mentor Can Offer Guidance:

- **Studies:** Course selection, assessment strategies, academic skills development
- **Life:** Balancing academic and personal commitments, campus integration
- **Future:** Career planning, networking opportunities, postgraduate pathways
- **Wellbeing and Mental Health:** Stress management, accessing support services
- How to **report an issue**.

Planning and Preparing Your Mentoring Meetings:

First meeting: This is when your Academic Mentor gets to know you, and it is an opportunity for you to get to know them as well. Try making the most of it! Use this session to ask questions about how your mentor can support you and be mindful of your responsibilities to cultivate a positive relationship.

In the **resources section of the Academic Mentoring Hub**, you'll find more ideas on what to discuss.

Suggested Timeline and Topics:

	Autumn Term	Winter Term	Spring Term
1st year UG	<div><div>Week 1: Year plan (goal setting), schedule mentoring, establish a mode of communication, and set expectations about the relationship.</div><div>Week 6: Formative and summative assessments, challenges with workload, dealing with courses and your programme.</div><div>Week 11: Exam preparation, essay planning, interpreting feedback, things you've enjoyed, things you've learned, well-being check-in.</div></div>	<div><div>Week 1: Revise your plan, extracurricular activities, timetable check, and plan new actions.</div><div>Week 6: General check-in, what is going well, and challenges with your studies.</div><div>Week 11: Exam preparation and essay planning.</div></div>	<div><div>Course choice</div><div>Stress management support</div><div>Internship application</div><div>Exam preparation</div></div>
2nd year UG	<div><div>Week 1: Year plan (setting goals), course choice, work opportunities, becoming a Course Rep, reflecting on your work, and exam feedback.</div><div>Week 6: Checking deadlines and commitments, guidance with extra support, internship planning.</div><div>Week 11: Exam preparation, essay planning.</div></div>	<div><div>Week 1: Review year plan, extracurricular activities, timetable check, review progress, and plan new actions.</div><div>Week 6: Assess progress, present challenges, discuss feedback and internship planning.</div><div>Week 11: Exam preparation, essay planning, career planning, stress management support. What have you enjoyed, and what have you learned?</div></div>	<div><div>Next year's plan</div><div>Career opportunities</div><div>Course choice</div><div>Exam preparation</div><div>Career options</div><div>Further studies</div></div>
Final year UG	<div><div>Week 1: Reflect on your past year, year plan (goals setting), work opportunities, graduate internships, course choice, becoming Course Rep, and exam feedback.</div><div>Week 6: Progress assessment, interpreting feedback, overall well-being dissertation planning, research project timeline.</div><div>Week 11: Exam preparation, internship applications.</div></div>	<div><div>Week 1: Progress assessment and work plan review.</div><div>Week 6: Career options, challenges with final assessments, dissertation progress, graduate internships.</div><div>Week 11: Exam preparation, essay planning, stress management support, dissertation progress, closing the relationship.</div></div>	<div><div>Exam preparation</div><div>Managing stress and well-being support</div><div>Dissertation progress</div><div>Career prospects</div><div>Further studies</div></div>

Consider that you will also probably have group meetings throughout your years of study.

Reach Out to Your Academic Mentor When You Need:

- Specific advice on your academic performance
- Support navigating difficult situations and finding appropriate help
- Assistance with extensions, deferral or reporting exceptional circumstances
- Help reporting issues, including harassment, discrimination or emergencies
- Someone to share your progress with, including both achievements and challenges.

Think of your Academic Mentor as an ally in the Department. They will guide you through academic challenges and direct you to available support for managing any issues affecting your well-being and mental health. Additionally, they will provide guidance on processes, procedures, and expectations.

Tips from Previous Students

Before Meetings:

- Book mentoring meetings early, even without urgent needs
- Prepare specific questions rather than arriving with vague concerns
- Research your mentor's academic interests and current projects
- Send a brief agenda to your mentor in advance.

During Meetings:

- Come with concrete topics and questions prepared
- Discuss your formative assessments to maximise feedback benefits
- Be honest about both academic successes and challenges
- Ask for longer sessions (30 minutes) when discussing complex issues.

After Meetings:

- Follow up on advice and resources your mentor suggested
- Email updates on your progress between formal meetings
- Reflect on what you learned and identify next steps.

General Strategies:

- Recognise this as a mutual relationship requiring effort from both sides
- Contact your mentor early when academic problems arise
- Ask directly what support your mentor can offer if you're unsure
- Request alternative booking methods if Student Hub scheduling doesn't work
- Use your mentor's departmental knowledge for course selection advice
- Always cancel appointments you cannot attend to allow others to use the slot.

Resources and Useful Contacts

If you cannot reach your Academic Mentor, alternative support is available through:

- **Departmental Tutor**
- **Departmental Senior Student Advisor**
- **Programme Manager.**

Additional Resources:

- School-wide support services: Visit the **Student Support Map** at lse.ac.uk/find-support
- Academic Mentoring guidance: Access comprehensive resources at the **Academic Mentoring Hub**: info.lse.ac.uk/staff/divisions/Academic-Mentoring-Hub