

1. The senior mentor program is a leader development experience for the 1C and a growth experience for the 4C. The program will also give the 1C and the 4C the opportunity to lead and grow outside their normal company environment. 1Cs will mentor cadets outside their company, but from within their battalion. For instance, any 4C in Alpha Company can have a mentor in either B, C, or D Companies. Likewise, a 4C from Delta Company could have a mentor in A, B, or C Companies.
2. The program is designed to provide the 1C the opportunity to:
 - a. Practice principled leadership through the development of a subordinate outside of the chain of command
 - b. Share experiential lessons learned
 - c. Reinforce and complement the chain of command in disseminating information, problem-solving, organizational assimilation, and internalization of The Citadel's core values.

The program is designed to provide the 4C the opportunity to:

- a. Benefit from individual counsel in an environment where the senior-subordinate relationship is maintained but the fourthclass system is relaxed
 - b. Have an alternate forum to report any problems with fourthclass systems violations, harassment, bullying, or any other inappropriate behavior
 - c. Provide the mentor with a subordinate's view of the organization, its leadership, and its climate.
3. The battalion executive officer will manage the senior mentor program on behalf of the battalion commander. No later than 1 September, the battalion XO will provide the battalion TAC a roster of the mentors and their mentees. Assignments will be made based on criteria such as interests, majors, career goals, strengths and weaknesses, personalities, and compatibility. Firstclass preferences may be considered as one of several criteria, but there will be no "draft" whereby the assignment of mentees is reduced to a popularity contest. Once the battalion XO has completed the roster they will forward to the company XO. In order to be eligible to be a mentor, the 1C must be:
 - a. An academic 1A or 1B
 - b. Academically proficient
 - c. Physically proficient
4. Mentors who receive a Class I punishment will be suspended from serving as a mentor until they have served their punishments. During that period, the battalion XO will temporarily assign the mentee to another mentor. Seniors who receive a battalion transfer as part of their punishment will be permanently suspended from the mentor program unless reinstated by the Commandant.
5. Once the battalion TAC approves the roster, each company XO will meet with the 1Cs in their company and the respective 4Cs assigned to them as mentees to explain the program. The program will not begin until the battalion TAC has approved the roster and each explanatory meeting has been conducted within the companies. The battalion TAC will ensure these two events are accomplished NLT 10 Sept.

6. Once the program begins, the mentor will schedule two formal sessions each week at mutually agreeable times. Each meeting will last at least ten minutes. They will be conducted with the fourthclassman "at ease," and, if in a cadet room, with the door fully open. The senior mentor program is not an excuse for fraternization, servitude, or mere social interaction. Mentors will not recognize their mentees, but the fourthclass system will be relaxed during mentoring sessions. Additional meetings beyond the required twice weekly ones are allowed, and sessions may last longer than ten minutes if mutually agreed upon. However, both the mentor and mentee must be sensitive to each other's competing time requirements and not create conflict with other priorities.
7. At the end of each month, the mentor will provide the company XO an email or written report in the following format:
 - a. Meeting dates
 - b. General items discussed, including the objective for the month and progress made
 - c. Issues requiring XO awareness or action.

Based on these reports and other observations, the XO will assess the mentor's duty performance as "satisfactory" or "unsatisfactory" for the month. In January and April, the XO will schedule a meeting with the TAC to recommend whether or not each mentor be certified.

In order to be certified as having mentored to standard, the mentor must:

- a. Have a majority of "satisfactory" monthly assessments by the XO (months in which the mentor is suspended from his duties for more than seven days are automatically considered "unsatisfactory")
 - b. Have no disciplinary violations associated with the performance of his mentorship duties
 - c. Successfully articulate to the TAC the objectives of the relationship he and his mentee have established and how they were accomplished.
8. Being a senior mentor is a military duty and failure to perform it properly can result in punishment in accordance with the Blue Book.