**Mentor/Mentee Tracking Forms**

Documentation tables have been developed in order to keep track of your meeting times and mentoring activities/experiences.

**Guidelines**

**Faculty mentoring shall consist of 30 hours of the following activities:**

* A minimum of 15 hours face-to-face time with the Mentor.
* A minimum of 15 hours of professional development.
* Observation of Mentee.

**For new Department Chairs:**

* 10 hours of mentoring time.

For more information on Mentoring, please see the Mentoring Handbook located on the U Drive.

**Suggested Guidelines/Activities**

Suggested activities and discussion items are as follows and should be prioritized as needed for mentee’s teaching experience. For more examples, see the Mentoring Handbook.

1. Review teaching responsibilities before semester start or within first two weeks of semester.
2. Discuss issues of program curriculum, lesson plans, student assessment, and classroom environment.
3. Discuss time management and scheduling issues.
4. Review academic and college events calendar.
5. Discuss student issues: discipline, classroom management, attendance policies, integrity.
6. Plan informal get-together for discussions (i.e. lunch, dinner, coffee).
7. Schedule observation of mentor and master teacher.
8. Discuss teaching strategies.
9. Discuss the concept and importance of assessment of student learning.
10. Discuss how to encourage and motivate students.
11. Discuss college accreditation guidelines (AQIP).

| **DATE** | **TYPE OF ACTIVITY – Face to Face Examples** | **TIME** |
| --- | --- | --- |
| 3/31/2020 | Observation of Mentee | 1 hour 30 min |
| 4/2/2020 | Tour of campus and facility resources available. | 1 hour |

| **DATE** | **TYPE OF ACTIVITY – Professional Development Examples** | **TIME** |
| --- | --- | --- |
| 3/31/2020 | 2 x 2 Conference | 5 hours |
| 4/2/2020 | E-Lumen | 1 hour |

**Forward the completed tracking forms to the Mentoring Committee Chair.**

**Mentor and Mentee Face-to-Face Tracking Form**

**Mentor:**   **Dept.:**   **S#:**

**Mentee:**   **Dept.:**   **S#:**

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Total Time:

**Signature of Mentor:**   **Date:**

**Signature of Mentee:**   **Date:**

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**Mentee Professional Development Tracking Form**

**Mentee:**   **Dept.:**   **S#:**

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Total Time:

**Signature of Mentee:**   **Date:**

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