

**PROFESSIONAL DEVELOPMENT & EVALUATION
AUSTIN COMMUNITY COLLEGE
Distance Learning Mentee Checklist**

FY06 Checklist Deadline Dates

Fall 2005: N/A Spring 2006: May 8 Summer 2006: Aug. 7

DL Mentor and DL Mentee Checklists must be received in the Professional Development & Evaluation Office/HBC by these dates to ensure payment of Mentor Stipend. If you have any questions, contact Nicole Bell, Professional Development & Evaluation/HBC at 223.7997, or by e-mail at nbell2@austincc.edu.

Mentor: _____ Discipline: _____

Mentee: _____ Discipline: _____

Please check each item completed during the mentoring process. Use the **Comments** sections of the form for general remarks or for a brief explanation of why certain activities could not be completed. Please note that all aspects of this process are kept confidential. Thanks for the time and energy you contributed to the mentoring process this semester.

As soon as an E-staffing assignment had been accepted and the Mentee assigned, we discussed the following topics:

- _____ Contacted me to exchange contact information (campus mailbox, phone, e-mail, fax, etc.) and Mentor's ACC office hours.
- _____ Verified I had an ACC phone number and e-mail account; assisted in acquiring needed services.
- _____ Stressed communication between instructor/student and student/student to engage the student in the learning process and support DL student success and retention.
- _____ Reviewed development of effective DL syllabus.
- _____ Reviewed usage processes and procedures of ACC Academic Testing Centers.
- _____ Discussed mandatory course-specific orientation; assisted in preparing outline or orientation/supplemental materials for online/on-site orientation sessions.
- _____ Reviewed impact of student attendance/completion of orientation on student success and retention.

Comments:

Within the first three weeks of the semester, I met with the Mentor in person and we discussed the following topics:

- _____ Philosophies in distance education pedagogy
- _____ Application of teaching methods and techniques for my course's delivery mode (use of Blackboard, streaming media, interactive video or Wimba technologies, etc.); assisted in scheduling appropriate training opportunities
- _____ ACC faculty support services: Professional Development & Evaluation, Library Services, Learning Labs, etc.
- _____ DL faculty/student support services: Distance Testing, Early Intervention program, "Passport to Success," DL web site, Smarthinking, etc.
- _____ ACC policies and procedures: faculty evaluation, faculty handbook, grading policies, student handbook, plagiarism, etc.
- _____ DL procedures: posting syllabus online; DL faculty handbook, DL student handbook, professional development opportunities, course development requests, etc.

Comments:

About the middle of the semester my Mentor discussed the following topics with me:

- _____ Successes and/or any difficulties encountered in my delivery of course during first half of the session
- _____ Resources available to strengthen areas of my course delivery needing improvement
- _____ Process for student evaluation of DL instructors at ACC

Comments:

Within the last three weeks of the session, my Mentor completed the following tasks:

- _____ Scheduled a final meeting with me to review the session/semester.
- _____ Reminded me of deadline for completing DL Mentee Checklist and submitting it to the Professional Development Office/HBC.
- _____ Reviewed end-of-semester grading policies and procedures, any discipline-specific requirements for completing the semester.

Comments:

Mentee Signature: _____ **Date:** _____

Thanks for participating in the DL mentor program at ACC. Once you've completed this form, please return it to the Professional Development & Evaluation Office, HBC. If you have any questions, contact Nicole Bell at 223.7997 or by e-mail at nbell2@austincc.edu.