PROFESSIONAL DEVELOPMENT & EVALUATION
AUSTIN COMMUNITY COLLEGE
Distance Learning Mentee Checklist

FY 11 Checklist Deadline Dates
Fall – January 6   Spring – May 7   Summer – August 6

DL Mentor and DL Mente e Checklists must be received by your Department Chair by these dates to ensure payment of Mentor Stipend.

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.

DL Mentee Checklist
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 your Department Chair.
- [ ] 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 your Department Chair.

rev: DL Mentee Checklist