

**PROFESSIONAL DEVELOPMENT & EVALUATION  
AUSTIN COMMUNITY COLLEGE  
Distance Learning Mentor 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 mentoring this semester.

\*\*\*\*\*

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

- \_\_\_\_\_ Contacted Mentee to exchange contact information (campus mail box, phone, e-mail, fax, etc.) and Mentor's ACC office hours.
- \_\_\_\_\_ Verified Mentee had an ACC phone number and e-mail account; assisted in acquiring needed service(s).
- \_\_\_\_\_ Stressed to Mentee communication between instructor/student and student/student to engage the student in the learning process and support DL student success and retention.
- \_\_\_\_\_ Reviewed with Mentee development of effective DL syllabus.
- \_\_\_\_\_ Reviewed usage processes and procedures of ACC Academic Testing Centers.
- \_\_\_\_\_ Discussed mandatory course-specific orientation with Mentee; 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 Mentee in person and discussed the following topics:**

- \_\_\_\_\_ Mentor/Mentee philosophies in distance education pedagogy
- \_\_\_\_\_ Mentee's application of teaching methods and techniques for course delivery mode (use of Blackboard, streaming media, IVC or Wimba technologies, etc.); assisted in scheduling appropriate training
- \_\_\_\_\_ 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, student handbook, plagiarism, etc.
- \_\_\_\_\_ DL procedures: posting DL syllabus online; DL faculty handbook, DL student handbook, professional development opportunities, course development requests, etc.

**Comments:**

**About the middle of the semester I discussed the following topics with Mentee:**

- \_\_\_\_\_ Successes and/or difficulties encountered by Mentee in course delivery for first half of session
- \_\_\_\_\_ Resources available to Mentee to strengthen areas of course delivery needing improvement
- \_\_\_\_\_ ACC process for student evaluation of DL instructors

**Comments:**

**Within the last three weeks of the session, I completed the following tasks:**

- \_\_\_\_\_ Scheduled a final meeting with Mentee to review session/semester.
- \_\_\_\_\_ Completed DL Mentor Checklist; reminded Mentee to complete DL Mentee Checklist by deadline and submit it to Professional Development & Evaluation Office/HBC.
- \_\_\_\_\_ Reviewed end-of-semester grading policies and procedures, any discipline-specific requirements for completing semester.

**Comments:**

**Mentor 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](mailto:nbell2@austincc.edu).**