

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

FY 11 Checklist Deadline Dates

Fall – January 6

Spring – May 7

Summer – August 6

DL Mentor and DL Mentee 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 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 your Department Chair.
- _____ 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 your Department Chair.