PROFESSIONAL DEVELOPMENT & EVALUATION
AUSTIN COMMUNITY COLLEGE
Distance Learning Mentor Checklist

FY 11 Checklist Deadline Dates

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<th>Fall – January 6</th>
<th>Spring – May 7</th>
<th>Summer – August 6</th>
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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.

DL Mentor Checklist
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.