

Austin Community College Mentee Checklist

FY 08 Checklist Deadline Dates

Fall – January 4

Spring – May 2

Summer – August 4

Mentee **and** Mentor Checklists must be received in the Professional Development Office by these dates to ensure mentor payment.

Mentor _____

Discipline _____

Mentee _____

Discipline _____

Please check each item completed during the mentoring process. Use the **Comments** section 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.

As soon as possible after my mentor was assigned to me, he/she:

- ___ contacted me, and we exchanged phone numbers, email information, office hours, etc.
- ___ verified that I had an ACC phone number and email account

Early in the semester, we met in person and discussed the following:

- ___ the course syllabus for each course I taught
- ___ an overview of each course taught
- ___ possible first day handouts and activities
- ___ my mentor's personal teaching philosophy
- ___ possible teaching methods and techniques
- ___ ACC faculty support services (Professional Development, Library Services, Tutoring Labs, duplication on site)
- ___ ACC policies and procedures (faculty evaluation, faculty handbook, grading policies, student handbook, copyright, plagiarism, etc)

Within the first three weeks or so of the semester, we discussed/completed the following:

- ___ student retention strategies
- ___ test construction tips/strategies
- ___ classroom management issues (time management, discipline, etc)
- ___ instructional techniques/strategies (handouts, overheads, special topics, etc)
- ___ scheduled my mentor's visit to my class
- ___ I observed my mentor's class

About the middle of the semester, my mentor:

- ___ discussed my classroom successes or difficulties with me
- ___ reviewed the student evaluation/faculty evaluation process
- ___ my mentor observed my class

Within the last three weeks of the semester:

- ___ had a final meeting with my mentor
- ___ completed this Mentee Checklist
- ___ discussed end-of-semester grading policies and procedures

Comments:

Mentee Signature _____

Date _____

Once completed, return this form to the Professional Development Office, HBC 604 ATTN Nicole Bell.