

Austin Community College Mentor Checklist

Checklist Deadline Dates

Fall – January 6

Spring – May 7

Summer – August 6

Mentee **and** Mentor Checklists must be received by your Department Chair by these dates to ensure 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. Thank you for the time and energy you spent mentoring this semester.

As soon as possible after being assigned a mentee, I

- ____ contacted the mentee to exchange phone numbers, email information, office hours etc
- ____ verified that the mentee had an ACC phone number and email account

Early in the semester, I met with the mentee in person and discussed the following:

- ____ the course syllabus for each course the mentee taught
- ____ an overview of each course taught
- ____ possible first day handouts and activities
- ____ my 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 a visit to the mentee's class
- ____ mentee observed my class

About the middle of the semester, I

- ____ discussed mentee's classroom successes or difficulties
- ____ reviewed the student evaluation/faculty evaluation process
- ____ observed the mentee's class

Within the last three weeks of the semester,

- ____ had a final meeting with my mentee
- ____ completed this Mentor Checklist
- ____ reminded the mentee to complete the Mentee Checklist
- ____ discussed end-of-semester grading policies and procedures

Comments:

Mentor Signature _____ Date _____

Once completed, return this form to your Department Chair.