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.