



Mentor Responsibilities

1. Establish a formal mentoring agreement and arrange regular meetings and class schedules.
2. Review course syllabi and outlines, share texts and related teaching materials, assist in completing necessary paper work.
3. Discuss operational procedures such as absence reporting, working with support personnel and safety topics and processes.
4. Introduce your intern to faculty, staff, and students and define his/her role in the class.
5. Work with your intern in developing course materials and/or program projects including but not limited to examinations, syllabi, assignments and student record keeping.
6. Demonstrate effective approaches to engage with and facilitate authentic learning for students of diverse backgrounds, cultures, and experiences. Discussing strategies to adapt teaching pedagogy to the knowledge of each individual and class.
7. Share teaching responsibilities by allowing your mentee to assume a more active role in the teaching/learning process by participating in a variety of formal classroom presentations as the semester progresses.
8. Help your intern to understand faculty responsibilities beyond the classroom by discussing topics such as shared governance and evaluations. Mentors are encouraged to invite interns to college service activities, club, committee, and department meetings.
9. Assist your intern in identifying and engaging in appropriate professional growth opportunities and goals.
10. Participate in the evaluation of your intern and the internship program.
11. Provide instruction to the intern with regard to maintaining and reconciling grades, and documents prepared for students in counseling sessions, etc.
12. Discuss the student services available on campus.
13. Demonstrate experience and commitment to integrating new technologies into the learning process, including but not limited to interactive technologies for on campus and on-line courses.
14. Review communication styles and ensure intern is able to communicate in a positive, professional and effective manner, orally and in writing.