

## EMCC Adjunct Faculty Mentor Program Mentee Checklist

Mentor \_\_\_\_\_ Discipline \_\_\_\_\_ Semester \_\_\_\_\_

Mentee \_\_\_\_\_ Discipline \_\_\_\_\_

Please check each item completed during the mentoring process. Attach **Comments** to this 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.

Date	Activity	Comments	Contact Hours
<b>→ As soon as possible after my mentor was assigned to me, he/she:</b>			
	____ contacted me, and we exchanged phone numbers, email information, office hours, etc.		
	____ verified that I had EMCC contact information to include an EMCC email account		
	____ set up an initial in person meeting time		
<b>→ Early in the semester, we met in person and discussed the following:</b>			
	____ an overview of each course the mentee will teach and the corresponding syllabi		
	____ possible first class meeting documents and activities		
	____ my personal teaching strategies and perceived strengths		
	____ the learning college model (on-line model for hybrid and online courses)		
	____ identification of effective teaching strategy(ies) I would like to focus on for the semester		
	____ draft goals for developing my chosen effective teaching strategy(ies) within the classroom		
	____ discuss ideas for Comprehensive Assessment Tracking System		
	____ EMCC faculty and student support services (Professional Development, Library, Copy Services, Learning Support, Disability and Veterans resources, Counseling)		
	____ EMCC policies and procedures (e.g., Adjunct Faculty Online Orientation, faculty and student handbooks)		
	____ scheduled a time to observe mentor's classroom (and/or observe the on-line course)		

Date	Activity	Comments	Contact Hours
<b>→ Within the first three weeks or so of the semester, we:</b>			
	___ finalized my goals for developing my chosen effective teaching strategy(ies)		
	___ discussed student retention/engagement strategies		
	___ discussed assessment and testing construction tips/strategies		
	___ discussed classroom management strategies (time management, classroom procedures, discipline, etc)		
	___ scheduled my mentor's visit to my classroom (and/or on-line course)		
	___ began the Comprehensive Assessment Tracking System (CATS)		
	___ I observed my mentor's class		
<b>→ About the middle of the semester, I:</b>			
	___ my mentor observed my class		
	___ discussed my own perceived (or learned – from subjective training) strengths and weaknesses		
	___ discussed my own perceived classroom/student successes or difficulties		
	___ discussed progress on my teaching strategy goals		
	___ reviewed the student evaluation/faculty evaluation process		
	___ scheduled final in person meeting with my mentor		
<b>→ Within the last three weeks of the semester, I/we:</b>			
	___ had a final meeting with my mentor		
	___ discussed progress on my teaching strategy goals		
	___ discussed end-of-semester grading policies and procedures		
	___ discussed status of the Comprehensive Assessment Tracking System (CATS)		
	___ completed Adjunct Faculty Mentoring Program feedback form and submitted to Dean of Academic Affairs		

**→ Please attach any additional comments or feedback to this form.**

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_