

## **MENTORING PROGRAM COMPONENTS - Year One**

The mentoring experiences are planned to support what needs to be accomplished by the counselor in the guidance program. A sample listing of suggestions is provided, but the protégé and mentor may propose other activities that are pertinent to the protégé's counseling responsibilities. The District Chairs and DESE staff will be available to help teams design the Individual Mentoring Plan. A more detailed explanation of the components is provided in the previous section of the notebook.

**TIMELINE FOR MENTORING YEAR ONE:** Suggested timeline for experiences throughout the mentoring year.

**DECISION POINTS CHECKLIST:** This checklist will help establish structure for the mentoring team.

**INDIVIDUAL MENTORING PLAN:** Completing the Individual Mentoring Plan will identify experiences to be addressed and team responsibilities. This plan can be revised at any time during the year. The goal is to plan experiences that support work the protégé needs to accomplish during the school year.

**MENTORING EXPERIENCES FOR EACH SEMESTER:** The protégé will work on two mentoring experiences each semester. As these experiences are completed, they will be sent to the mentor for their review. After the work is sent to the mentor, a mentor review form will be completed and forwarded to the MSCA District Chair.

A total of four experiences should be completed over the school year. The timeline is determined by the mentoring team with input from the MSCA District Chair. The team is allowed flexibility in selecting the appropriate experiences and setting the timelines.

**MENTOR/PROTÉGÉ LOGS:** The quarterly logs are a means to check what has been worked on and decide what additional contact and work still remains.

**ON-SITE VISIT:** The visit is to support the needs of the protégé and not for evaluating. A report is made by the person making the visit.

**EVALUATING THE MENTORING PROGRAM:** An online evaluation will be sent to all participants in the spring.

## Timeline for the Mentoring Year One

MEETINGS	ASSIGNMENTS	TIMELINE*
Fall Meeting	Agreement Decision Points Individual Mentoring Plan	Scheduled through MSCA Regional Meeting
Follow Up Meeting	This meeting will be in conjunction with another regional function	To Be Determined
Assignments First Semester	SE I.1 & I.2 First Quarter Log SE I.3 SE I.4 Second Quarter Log	October 15 October 31 November 15 December 15 December 31
	Visit and Report	Following Visit (No later than January 15)
Assignments Second Semester	SE II.1 Third Quarter Log SE II.2 Fourth Quarter Log	March 1 March 31 May 1 May 1
	Program Evaluation	April 15 – May 15
Recognition	Mentors and Protégés Recognized for their work together	Fall Conference

*\*If a date falls on a weekend, work is due the Monday following that weekend.*