

STRUCTURED EXPERIENCES

YEAR ONE

Experiences are planned by the mentor-protégé team to support the protégé in undertaking the professional responsibilities of teaching in the building, district, and state. These experiences utilize content area program standards, protégé's classroom situation, strengths, identified needs, and prior experience.

THE MENTORING EXPERIENCES WILL:

- Focus on support for new and returning teachers based on their needs;
- Focus on program standards for student achievement within the protégé's specific program area;
- Offer a variety of effective professional development activities for teaching and learning practices;
- Create a plan of action that provides a recordkeeping and accountability system to support the protégé's school district's overall professional development goals.

DECISION POINTS CHECKLIST: This checklist will help establish structure for the mentoring team. It will be completed as part of the first meeting for the mentoring year. The checklist helps clarify communication norms identify possible areas of interest to the protégé.

PLANNING CALENDAR FOR THE MENTORING YEAR: To assist in keeping track of work to be completed during the mentoring year, a general calendar is provided. The intent of this calendar is to be a quick reference for target dates. These dates may vary within your section but all work needs to be completed and submitted to content experts by May 15, 2007.

INDIVIDUAL MENTORING PLAN: Activities, strategies, and targeted completion dates will be identified and agreed upon by the mentoring team. Activities will focus around the mentoring experiences selected by the team. The sample list allows for flexibility in meeting the needs of the protégé.

Two experiences are to be selected for first semester and two for second semester. Please note the team has considerable flexibility in designing the experiences for the year. The content experts and DESE staff will provide guidance, background information, and suggestions during the planning process at the first meeting of the mentoring year. If the team wishes to submit experiences not on the suggested list, a written description of the proposed experience should be submitted for approval to the appropriate content expert.

The Individual Mentoring Plan ensures agreement on purpose and action by the team. The plan may be revised and adjusted at any time to keep it current and to reflect the protégé's professional growth needs. Any changes need to be shared with the content expert(s) to whom you send the reports of your experiences.

MENTORING EXPERIENCES and MENTOR COMMENT FORM: Experiences for the year may be selected from the list of sample experiences or designed by the mentoring team (mentor and protégé). As each experience is completed by the protégé with the guidance of the mentor, the final project is forwarded to the mentor for final comment. At this point, the mentor completes a mentor comment form to be submitted to the content expert(s). This report made by the mentor keeps the content expert(s) in the loop as to the experiences of the team. The content expert(s) may request additional information about the experience.

ON-SITE VISIT and REPORT: The on-site visit is planned to support the needs of the protégé. The visit may be made to the protégé's school or the mentor's school, as determined by the mentoring team. Determine the primary goals of the visit and make the request of the administrators to participate in this visit either as the visitor or the host. Substitute and travel expenses will be reimbursed for one visit. The on-site visit section in the notebook can provide guidance in planning the visit. A report is to be completed after the visit is made by the person making the visit. Please use the Visit Report Form as a guide in completing this experience.

MENTORING PROGRAM EVALUATION: In the spring an online evaluation will be sent to all participants for a formal evaluation of the mentoring program. The evaluation will be completed and submitted online to MCCE.

ONLINE MATERIALS: The notebook contains master copies of the report forms. All mentoring materials may be accessed online at www.mcce.org and may be submitted electronically to the mentoring partner, content experts, and DESE representative as directed in your section meetings. If you have problems accessing the materials, please contact MCCE at 660-543-8768. The Expense Reimbursement form is online at www.mcce.org with directions for completion and submission.