



MENTOR CHECKLIST 2011

Summer

- Read documents; review program requirements and forms
- Remind candidate to email you his/her autobiographical essay
- Discuss possibilities for carving out time for candidate to complete practicum
- Provide release time
- Review Professional Standards for Administrators with candidate; identify standards in which candidate has had little experience and which should be the focus of the practicum
- Help candidate complete pre-practicum. Once the pre-practicum is complete, the candidate may begin the practicum.
- Review assignments and discuss ways you can assist candidate with projects

Ongoing

- Meet regularly with candidate, at least once a week
- Involve the candidate in administrative activities, keeping in mind the range of experiences he/she needs to have
- Review and sign practicum log at least once a month
- Identify activities for future
- Help candidate with assignments
- Help candidate arrange diversity visits
- Help candidate with portfolio

September-October

- Review materials that candidate is expected to have for the first 3-way meeting (see Form C1); make sure you have provided written feedback on Form F for reflection on mentoring and induction required for the portfolio.
- Participate in a meeting with candidate and supervisor (candidate will arrange this; supervisor will complete the conference report Form D-1)

November-January

- Review materials that candidate is expected to have for the second 3-way meeting (see Form C2); make sure you have provided written feedback on Form F for reflection on professional development required for the portfolio
- Participate in second meeting with candidate and supervisor (candidate will arrange this; supervisor will complete the conference report Form C2)

February-April

- Review materials that candidate is expected to have for the second 3-way meeting (see Form C3); make sure you have provided written feedback on Form F for the community partnerships reflection required for the portfolio
- Participate in third meeting with candidate and supervisor (candidate will arrange this; supervisor will complete the conference report Form C3)

By April 15

- Write final evaluation of candidate (instructions on Form E)
- Complete Form E: Practicum Endorsement
- Give **original, signed** copy of Form E and your evaluation to the candidate
- Complete your Expense Voucher Form Exp-M and give it to the candidate
- Complete online program survey

May: Attend the Celebration if you can!