

MENTORSHIP CHECKLIST

PURPOSE

The mentorship checklist is designed to assure development of a quality growth relationship between the mentor and protégé. In completing this form, it is not necessary that each item be dated and description written in. This format will give a journal type record of what actually occurred between the mentor and protégé during the year.

1.	In-Service	Date	Description
	Contact your protégé		
	Send an informal note to your protégé		
	Devise a plan to link protégé with school-wide meeting system		
	Establish 1 st formal meeting to go over Mentorship Program		
	Take protégé on a tour of the building		
	Walk protégé through daily schedule		
	Show protégé where to find materials, supplies, etc.		
	Introduce protégé to other staff members		
	Sign Protégé Commitment Letter		
	Sign Mentor Commitment Letter		
	Complete Protégé Needs Assessment Form		
	Complete Mentor Needs Assessment Form		
	Answer questions regarding Comprehensive Assessments		
2.	Opening of School		
	Welcome protégé with a personal phone call-1 st day of school		
	Walk them through 1 st day schedule		
	Write a note offering encouragement to them		
	Schedule conference to talk about.....		
	How to keep grade book, attendance, School Dynamics, etc.		
	Maintaining discipline		
	Planning and guiding of classroom instruction		
	Where to obtain supplies		
	Learning school policy and procedure		
	Establish Mentor Action Plan for the protégé		
	Discuss homework and make-up policies		
	Schedule time to reflect on first few weeks of school		
	Review policies for conducting Parent Conferences		

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3.	First Semester		
	Check to see how protégé is doing with grading		
	Check to see how protégé is doing with classroom management		
	Check to see how protégé is doing with discipline		
	Ask protégé if they would like to discuss anything		
	Share resources for professional development		
	Refer professional books to read		
	Continue to share information about upcoming events		
	Talk about arranging information for substitutes		
	Discuss school policy regarding holidays and activities		
	Review current needs for curriculum material and resources		
	Observe each other teaching		
	Send short informal notes of reinforcement and support		
	Spend time reflecting on first few months of school		
	Communicate to Administrator about your activities		
	Talk about promoting positive relationships among students		
	Review Mentor Action Plan		
	Reflect on successes to date		
	Discuss areas of concern with protégé		
	Plan activities for second semester		
	Continue informal communications		
	Discuss questions regarding Comprehensive Assessments		
4.	Second Semester		
	Schedule more conferences to ask questions		
	Talk about protégé concerns		
	Discuss professional organization		
	Share literature, research readings, and professional journals		
	Talk about the use of community resources		
	Review the Mentor Action Plan		
	Arrange for protégé to observe other teachers		
	Be specific in identifying needs and giving feedback		
	Discuss how the protégé is using higher level thinking		
	Communicate to administrator about your activities		
5.	Closing School		
	Hold your final conference		
	Review procedures for ending and beginning the school year		
	Review and revise protégé activities		
	Identify goals for next year (Future Growth)		
	Review and Reflect on school year		
	Communicate to administrator about your activities		
	CELEBRATE!		

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