

## **Mentoring Guidelines**

Fellows are encouraged to take an active role in the mentoring relationship. Toward this end, many of the activities described below for the mentoring relationship are initiated by Fellows.

### **Discussion of Fellow's Self-Assessments and Goals**

Fellows will provide mentors with their self-assessment and goal-setting documents during September. Fellows and mentors are asked to discuss those documents before the October *Bjorklunden* retreat (to which mentors are invited if there is room). Fellows ought to provide their mentors with updated self-assessments (including progress toward goals) in each subsequent term. These documents should also be the basis for meetings between mentors and Fellows (each term) that focus on the Fellow's development as teacher and scholar.

### **Classroom Observation**

Fellows ought to invite (and mentors to agree) to observe the Fellow in the classroom at least once each term. Afterwards, mentors are asked to fill out the observation feedback form which will be shared both with the Fellow and the Fellows Committee. Mentors are also requested to discuss the observed session with the Fellow. We encourage mentors to invite Fellows to observe their classes and subsequently to discuss these experiences together. Mentors may also help to arrange for Fellows to observe other faculty members' classes, based on the Fellow's particular interests or needs. For example, a Fellow who wishes to learn more about leading class discussion might be directed toward a faculty member noted for doing this well.

### **Mentor Lunches**

Fellows and their mentors are welcome to attend any or all of the faculty lunches that are part of Lawrence's established mentoring program. In general, Fellows ought to decide which of the sessions they want to participate in and then invite the mentor to attend if he or she is able.

### **Program Evaluation**

Program evaluation is an important feature of the Fellows program and the method by which it will improve. Both Fellows and mentors are asked to cooperate in program evaluation by submitting copies of materials (self-assessments, classroom observation forms, etc.), as requested, to the Committee. They will also be asked to evaluate the success of the program in annual reports and at a *Bjorklunden* weekend at the end of the academic year.

### **Dealing with Mentoring Problems**

If either the Fellow or the mentor believes that the relationship is not working well, they are encouraged to bring this to the attention of the Provost. If a Fellow wishes to switch mentors, he or she is free to do so (as long as the potential new mentor agrees to serve in the role).