

MENTORS
To Do List

BEFORE OCTOBER 15:

- Review Fellow's Self-Evaluation and Goal-Setting Form and discuss it with Fellow

EACH TERM:

- Attend Fellow's class and discuss your reactions
- Invite Fellow to attend your own class or (where appropriate) suggest whose class Fellow might want to visit
- Meet with Fellow to discuss progress and concerns

END OF YEAR:

- Complete and submit your Annual Report

FELLOWS **To Do List**

TIP: Record items for your Annual Report in a file – it will make this end of the year task much easier

Before October 15:

- Complete and submit Self-Evaluation and Goal-Setting Form NO LATER THAN OCTOBER 5
- Discuss Self-Evaluation and Goal-Setting Form with Mentor

By or at the End of Term:

- Invite your mentor to attend a class (or view videotaped class) and discuss Reactions
- Meet with mentor to discuss your progress and concerns
- Complete Course Evaluation Form for your class at the end of term

Each Subsequent Term:

- Invite your mentor to attend a class and discuss his or her reactions
- Meet with mentor to discuss your progress and concerns
- Complete Course Evaluation Form for your class at end of term

End of Year:

- Complete and submit Annual Report