

Mentor Guidelines and Agreement Form

Mentor Name (printed): _____

Guidelines

The mentor agrees to do the following:

1. Work with an unspecified number of full-time and part-time faculty protégés on a regular basis.
2. Initiate the first contact with protégés, the form of which may be meetings with individual protégés or an orientation meeting for multiple protégés.
3. Be willing to meet with proteges on a regular basis.
4. Design an agreement with protege that defines the purpose of their relationship, the goals, the expected results, the way the results will be measured, the standard to be used in measuring effectiveness, and how this assessment will be used. In general, this agreement will outline their respective expectations and will be used later in the evaluation process.
5. Discuss timelines on the completion of work with protégé.
6. Submit reports on his or her activities and work with proteges.
7. Take an active role in becoming familiar with his or her protégé's strengths and weaknesses in the area of technology.
8. Be available to his or her faculty protégés at least 10 hours per week if needed.
9. Encourage feedback from his or her protégés, regarding how the relationship is going and on anything that the mentor can do differently to best fit the goals of the proteges.
10. Facilitate the protege's activities instead of over-directing.
11. Make suggestions to his or her protege about the protégé's work and progression.
12. Provide respectful, constructive, and honest feedback, remembering that the proteges are colleagues.

13. Encourage creativity and independence in the protégé.
14. Contact the Mentor Program chair if there is a problem within the relationship and it appears unsolvable. The relationship should continue only if it continues to be beneficial.
15. Always ask the proteges if there is anything that you can do to further improve their knowledge in your area of specialty.
16. Guide the protege to further networking, especially to others on campus who may have experience in an area that you are unfamiliar with.
17. Continue to improve or get more knowledge in your areas of specialty.
18. Work in the mentor role for a period of one year (two semesters and summer).
19. Participate in any mentor training sessions that may be scheduled.
20. Participate in assisting the protege to showcase his or her project in an appropriate manner. Such demonstrations will serve to make others aware of what can be gained from the mentor-protege relationship and will help perpetuate the program.
21. Submit end of semester assessment of your protege's progress.
22. Submit a reflective assessment of your own work as mentor; using the items above as your performance measure for assessment, discuss the degree to which you achieved the expected results.
23. maintain a digital file of all paperwork related to the process: the agreement, the timeline/schedule, notes from meetings, reports, self-assessment, assessments of proteges.

Agreement

1. Provide description of the desired incentive:

*Incentive: _____

Estimate of cost: _____

Vendor information: _____

Justification:

*(Suggestions: laptop, other hardware, attendance of NMC conference, software)

By signing below, the mentor indicates that he or she has read, understands, and is willing to comply with the guidelines and terms of this agreement.

Signatures:

Mentor: _____ **Date:** _____

Mentoring Chair: _____ **Date:** _____

New Media in Consortium Chair : _____ **Date:** _____