

Protégé Guidelines and Agreement Form

Protégé Name (printed): _____

Guidelines

1. Design an agreement with your mentor that defines the purpose of the relationship, the goals, the expected results, and how you will assess the results.
2. Meet with mentor as needed to discuss progress.
3. Discuss your strengths and weaknesses with your mentor; also, share your goals with him/her.
4. Utilize your mentor's assistance in the area of technology upon which the two of you specify in your agreement.
5. Give feedback to your mentor, regarding how the relationship is going and on what the mentor can do differently to help you reach your goals.
6. If you recognize a problem within the relationship and it appears unsolvable, contact the mentor program coordinator for assistance. The relationship should continue only if it continues to be beneficial for you.
7. Prepare to showcase your 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.
8. Submit end of semester assessment of your mentor.
9. Submit a reflective assessment of your own work.
10. Complete the Protégé Assessment Form in conjunction with mentor.
11. Maintain a digital file of all paperwork related to the process: the agreement, the timeline/schedule, notes from meetings, reports, self-assessment, assessments of mentors, and so on.

Agreement

1. Goals (Select one and explain)

_____ Complete the four-level Faculty Certificate in Technology (FCT)

_____ Complete selected level(s) of the Faculty Certificate in Technology

_____ Undertake special project

Briefly Explain:

_____ Other

Briefly Explain:

2. Schedule (For this, please list tentative dates for completion of each level of certificate program or for each phase of project.)

3. Briefly describe what standard will be used to measure effectiveness and how the degree to which this standard is achieved will be determined.

Performance Measure:

Expected Results:

4. Showcase your project in an appropriate manner as a way of sharing with faculty:

_____ eportfolio

_____ presentation

_____ other (explain)

5. If you are planning to complete all four levels of the FCT, then the following item is applicable and should be completed. If you are not pursuing completion of all levels, then please mark as N/A.

Incentive: _____

Estimate of cost: _____

Vendor information: _____

Justification:

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

Signatures:

Protégé: _____ **Date:** _____

Mentor: _____ **Date:** _____

Mentoring Chair: _____ **Date:** _____

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

cc: Applicant's Department Chair and/or Program Supervisor