

Mathematics Department Mentoring Plan

The mentoring team for _____ will comprise of _____, _____, and _____.

The Mathematics Department Mentoring Plan consists of four components:

1. Initial meeting, where:
 - The mentoring team will introduce the purpose and goals of the Mentoring Plan and answer any questions.
 - The department head and faculty mentor will discuss those items in the Mentoring Information Check List important to the faculty member prior to beginning preparation for their first semester classes.
2. A faculty mentor will be assigned; he/she will periodically meet with the faculty member to discuss certain items in the Mentoring Information Check List at appropriate times throughout the academic year.
3. Members of mentoring team will make classroom visits, meet to discuss instructional strategies, share ideas and discuss appropriate items from the Mentoring Information Check List.
4. The new faculty member will make classroom visits and meet to discuss instructional strategies and share ideas with other members of the full-time math faculty.

Meeting Prior to Start of First Semester

The mentoring team will meet with _____ prior to the start of his/her first semester to familiarize him/her with departmental policies and procedures, student issues and expectations, and instructional expectations. (Mentoring Information Check List)

Classroom Visits

- The mentoring team will visit _____'s classroom a minimum of six (6) times during the academic year.
- Only one member of the team will visit a particular class at any given time.
- All classroom visits will be announced and coordinated with _____ a few days in advance.
- The classroom visits will begin during the third week of classes and occur throughout each semester.
- Different classes will be observed. For example, MTH 180 and MTH 005.
- At the time of the first visit to a particular class, the team member will collect observable data about student and faculty classroom behavior. The data will be provided to _____ for the purpose of self assessment.
- Following the initial visit to a particular class, the team member will collect observable data about student and faculty behavior and provide _____ with suggestions and

ideas to incorporate in her classroom. The team may also provide _____ with a list of his/her strengths and areas for enhancement.

- After each classroom visit, the visiting team member will meet with _____ to share his/her impressions of the class.
- _____ will be given a copy of the notes from the observation prior to any meeting with the mentoring team.
- The mentoring team will periodically meet to debrief, share ideas and assess the process.
- _____ is also encouraged to discuss with the mentoring team specific areas that he/she is interested in having the team observe.
- Although the team will be taking notes to share with _____ at a later date, these notes will not become part of his/her official file at the College. The department head may share with the Dean and/or Assistant Dean his impressions of how _____ is doing in the classroom.
- Each member of the mentoring team will conduct a minimum of one visit during any one semester.

Visits to Other Faculty's Classrooms

- _____ will visit classes of at least three recommended faculty members in the mathematics department during the academic year. These visits will be arranged by _____ and the appropriate faculty members.
- _____ will meet with the faculty after the classroom visit has occurred to briefly discuss questions and comments that might arise.