



Complete this worksheet for each mentor/mentee relationship and submit with required documentation at the conclusion of the concurrent enrollment course to the Director of Student Success.

PTCC Faculty Mentor Name: _____

High School Teacher Name: _____ High School: _____

Concurrent Enrollment Course: _____ Term/Year: _____

Date	Meeting
	Course Specific Training <ul style="list-style-type: none"> Required documentation – “New Concurrent Teacher Orientation” Notes: required for new mentor/mentee relationships and new concurrent enrollment course offerings
	Discipline Specific Professional Development <ul style="list-style-type: none"> Required documentation – “Faculty Mentor Discipline Specific Professional Development Documentation” Notes: required for all mentor/mentee relationships
	Classroom Observation Report <ul style="list-style-type: none"> Required documentation – “Faculty Mentor Site Visit: Classroom Observation Report” Notes: Required for all first-year mentor/mentee partnerships. Established partnerships can conduct a classroom observation every three years.
	Alternate Options Report <ul style="list-style-type: none"> Required documentation – “Faculty Mentor Site Visit: Alternate Options Report” Notes: Required for established partnerships during years in which classroom observation is not conducted.
	Post-Course Wrap Up (in-person or virtually) <ul style="list-style-type: none"> Required documentation – include narrative from post-semester wrap up below. <ul style="list-style-type: none"> Review semester grades, discuss suggestions for improvement for upcoming courses, and review concurrent student course evaluations. Notes: required for all mentor/mentee relationships
	Additional Documentation <ul style="list-style-type: none"> Submit the following evidence for NACEP accreditation purposes: <ul style="list-style-type: none"> Paired syllabi Paired assessment Notes: required for all mentor/mentee relationships

Post-course wrap up notes (attached additional pages as needed):

I have completed the requirements listed above.

PTCC Faculty Mentor _____ Date _____

Return signed copy to Director of Student Success upon completion of each course.