BEVILL STATE COMMUNITY COLLEGE
Mentoring Form

Mentor: _____   New Faculty: _____

Mentoring Checklist

I) General Information
    a) College Publications Familiarization   ❑
        i) Online Personnel Handbook
        ii) College Handbook/Student Handbook
        iii) Web Page

    b) Procedures   ❑
        i) Needs Assessment
        ii) Leave Requests
        iii) Textbook Adoptions
        iv) Curriculum Changes
        v) Maintenance Requests
        vi) Computer Services Requests
        vii) Student Learning Outcomes
        viii) Program Outcomes
        ix) Core Competencies

    c) Services for Students   ❑
        i) Admissions
        ii) Registration
        iii) Financial Aid
        iv) Testing
        v) Records
        vi) Student Activities & Organizations
        vii) Book Store
        viii) Business Office

II) Classroom Management/Presentation
    a) Daily Classroom Management   ❑
        i) On time; Set up
        ii) Personal Interaction with Class
        iii) Engagement
        iv) Posting and Keeping Office Hours

    b) Organization of Material/Presentation   ❑
        i) Syllabus
        ii) Available Technology

    c) Activities (If Applicable)   ❑
        i) Group Activities
        ii) Lab Exercises
        iii) Clinical
        iv) Library Utilization
        v) Off-campus Activities

d) Grading Policies
e) Classroom
f) Lab
g) Clinical
h) Participation

III) Evaluation Process ❏
a) Student Evaluation of Instructor
b) Professional Development Plan
c) Annual Performance Evaluation
d) Evaluation of Supervisors

IV) Advising ❏
a) Degree Plan
i) Time to Complete
ii) Options (if applicable)
b) STARS (if applicable)
c) Course Rotation
d) Prerequisites
e) Transfer Institution Requirements (if applicable)
f) Requirements of Online Courses (if applicable)

V) Perkins (if applicable) ❏
a) Collecting Student Follow-up Information
b) Needs and Budget Requests
c) Submitting Student Licensure/Certification
d) Travel Limits

Additional Comments: _____

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_____   _____
Signature/Mentor   Date

_____   _____
Signature/New Faculty   Date

_____   _____
Campus Dean   Date

_____   _____
College Wide Dean   Date