

Faculty Mentoring Program

Fall 2008

Parkland College Center for Excellence in Teaching and Learning

Parkland College offers many opportunities for professional development, and one of its most effective is the Faculty Mentoring Program which enjoys strong support from senior administrators and department chairs. Mentoring partnerships are especially useful for people new to Parkland, but these partnerships are available to *any* faculty member, department chair, and/or administrator who can benefit from them. Mentoring partnerships enhance the quality of the work and learning environment for **every employee and every student** at Parkland College by helping faculty and staff become well-versed in various aspects of the college.

Requirements for Mentors

In order to serve as a successful mentor, you should be willing to do the following:

- Attend the Mentoring Meeting with your mentored partner during Preparation Week or, if you do not already have a partner, attend the Prep Week meeting so that you can effectively begin the matching process.
- Commit time and positive energy by proactively seeking out and regularly meeting with your mentored partner (either formally or informally).
- Collaboratively discuss the *Mentoring Partners Expectations Agreement* with your partner and write down specific expectations for this relationship. We strongly recommend that you make a copy for your professional development records. You do not, however, need to submit this form to the Mentoring Coordinator.
- Be willing to re-negotiate expectations as your mentored partner's needs change or become more apparent. Note: Mentoring expectations must meet the needs of the mentored partner and not be supervisory in nature. You cannot mentor someone if you possess some supervisory and/or evaluative responsibilities for that partner during the same semester.
- Be willing to contact the Mentoring Coordinator with any immediate suggestions or concerns prior to the end of the semester.
- Complete and submit the *Mentoring Program Feedback and Reflections Form* and the *Mentoring Stipend Request Form* to the Center for Excellence (D115) by **Noon on Friday, December 5, 2008**. You may choose to forward a copy of the *Mentoring Program Feedback and Reflections Form* to your Department Chair or administrator.
- Only faculty mentors are eligible for a mentoring stipend. Faculty mentors may choose a \$100 stipend - or \$100 minus meal receipts. Meal receipts may not exceed \$50.

Requirements for Mentored Partners

In order to be a successfully mentored partner, you should be willing to do the following:

- Attend the Mentoring Meeting during Preparation Week so that you can meet your mentor.
- Collaboratively discuss the *Mentoring Partners Expectations Agreement* with your mentor and write down specific expectations for this relationship. We strongly recommend you make a copy for your professional development records. You do not, however, need to submit this form to the Mentoring Coordinator.
- Be willing to openly discuss your need to re-negotiate expectations as the situation dictates.
- Share responsibility for meeting regularly with your mentor (either formally or informally).
- Contact the Mentoring Coordinator and/or your department chair to address any immediate suggestions or concerns prior to the end of the semester.

Complete and submit the *Mentoring Program Feedback and Reflections Form* to the Center for Excellence (D115) by **Noon on Friday, December 5, 2008**. You may opt to have a copy forwarded to your Department Chair or administrator so that s/he can make notes on your professional development.

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Overview of the Faculty Mentoring Program

The Center for Excellence in Teaching and Learning has designed the Mentoring Program to accommodate faculty with various degrees of training and familiarity with Parkland College. The key word in the program is **flexibility**. The following guidelines for the mentor can help you get started.

Make early and frequent contact with your mentored partner. Those participating in the Mentoring Program should meet early in the semester to determine if they have adequate time to participate in a mentoring relationship. While there are already many time demands made of faculty, i.e. teaching and service commitments, the Mentoring Coordinator can assist you with creatively finding ways to carve out time. However, if you determine that you can not commit time to the mentoring relationship, please work with your department chair to make alternate arrangements and contact the Mentoring Coordinator as soon as possible.

Set up regular meetings with your mentored partner. Many partners have found it helpful to set up a regular meeting time, as some mentored partners have reported feeling like a “bother” and hesitate to intrude outside of a formal meeting. Please do not hesitate to contact your mentor via phone or e-mail if they are not readily available to meet with you in person.

Collaborate with your mentored partner to see what they need assistance with right away versus what can wait. Base mentoring activities on the needs, preferences, and requests of the mentored partner. If the mentored partner can't think of a starting point for discussions, the mentor can certainly offer suggestions. It is extremely important to be clear and specific about mentoring expectations right from the beginning of the partnership. The *Mentoring Partners' Expectations Agreement* form is useful for this purpose. As the semester progresses, you may need to renegotiate expectations as the partner's needs become more apparent.

Don't be afraid to ask lots of questions. It is OK for the mentored partner to request any kind of professional assistance. It is also equally OK for the mentor to decline to provide the assistance though it is hoped that alternate arrangements would be made to assist the mentored partner.

Do not formally or informally evaluate mentored partner. Mentoring works best when the mentor does not have any evaluative and/or supervisory responsibilities for the mentored partner the same semester of the mentored partnership. If you think the boundaries between mentoring and evaluating/supervising are getting blurry, feel free to discuss this with your department chair and/or the Mentoring Coordinator.

Submit requested paperwork. At the end of the semester, both mentoring partners will be asked to submit the *Mentoring Program Feedback and Reflections Form*. Mentors requesting stipends will also need to complete and submit a Mentoring Program Stipend Request Form. **Please Note: Only faculty mentors are eligible for a mentoring stipend.** Mentored partners, staff, and administrators are not eligible for a stipend.

Enjoy a meal together. If you choose to enjoy lunch or dinner with your mentored partner, the mentor must submit a receipt (not to exceed \$50) to the Center for Excellence by **Noon, Friday, December 5, 2008**. (Please note that the total amount of the meal reimbursement will be deducted from the faculty mentor's stipend.)

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Possible Activities for Mentoring Partnerships

Oftentimes, faculty are not sure about what they should be doing as part of their mentoring partnership. There is no one way to mentor. Rather, the following is a list of possible mentoring activities that has developed over the years. Feel free to discuss, tweak the existing list, or create other professional opportunities that will best help you realize mentoring success.

Setting up the Mentoring Partnership

- Collaboratively define what professional mentoring should look like - friendly help versus directives or supervision.
- Create methods for contact: standing appointments/phone calls/e-mail. Establish clear parameters about what might be too much versus what might be too little in the way of partnering.
- Collaboratively discuss and write out a mutually agreeable and specific set of expectations
- Fill out *Mentoring Expectations Agreement Form* and make photocopies.
- Begin a dialogue about what both partners should do if mentoring partnership is not working.

Surviving at Parkland College

- Acquire college identification card.
- Review orientation to telephone, voice mail, campus mail, and e-mail (on- and off-campus access).
- Discuss college calendar and important dates
- Review *Faculty-Staff Directory*
- Review *Help* directory
- Discuss how to acquire business cards and other supplies.
- Introduce mentored partner to department secretary, student workers, and other staff.
- Discuss Department of Public Safety (emergency procedures, getting an escort to car).
- Introduce mentored partners to Physical Plant and Public Safety personnel, as well as Bookstore, Counseling and Advising personnel, and the staff in Computer Technology.

Learning More about Parkland College

- Discuss balancing time among college, department, teaching demands.
- Discuss Parkland College calendar/important classroom management dates.
- Discuss the resources available at the Center for Academic Success.
- Review faculty guides (if applicable in your area/category).
- Review Finals Week schedule/expectations.
- Discuss Student Life, role of student organizations such as Phi Theta Kappa.
- Visit outlying areas of college such as greenhouse, childcare center, etc.
- Discuss who's who in administration and their support staff; table of organization.
- Review Policy and Procedures Manual.
- Discuss the Parkland College culture (written and unwritten rules).
- Discuss Parkland College governance (PCA, committees, and councils).
- Discuss advisory committees such as Alumni Association, Theatre, and Landscape/Horticulture.
- Attend an in-house college event together such as the Chemistry Poster Session, International Student Fair, or Engineering Science and Technology Open House.
- Discuss Parkland College unions and how they function.
- Discuss professional development resources (travel funds, Business Development Center, Center for Excellence in Teaching and Learning, Faculty Academy, Computer Technology Center, tuition waivers).
- Discuss ways to make valued contributions to Parkland College.
- Discuss the Leadership Seminar and other leadership opportunities.
- Take a walking tour of campus - Physical Plant, Public Safety, Counseling & Advising, Campus Tech, etc.
- Visit the Parkland College website: <http://www.parkland.edu>

Faculty Mentoring Program

Fall 2008

Parkland College Center for Excellence in Teaching and Learning

Learn More about Human Resources

- Stop by HR and check out informational forms, journals, benefits information.
- Discuss Wellness Programs such as ePHIT and employee discounts.
- Discuss HR's role in job announcements, application, and search committee process.
- Discuss EEO representative training.

Learning More about the Department

- Discuss professional expectations beyond the classroom.
- Discuss the departmental culture.
- Learn who's who in the department (coordinators, directors, course supervisors, etc.).
- Learn what's what (stated and unstated department policies and procedures).
- Discuss a little bit of historical perspective of the department.
- Discuss faculty load assignments and departmental committees
- Discuss search committee process.
- Discuss tenure and promotion procedures in the department.
- Discuss sabbatical application procedure.
- Discuss how to order photocopies, e-print, and on-line form requests.
- Recommend visiting the department website.
- Discuss department policies regarding finding replacements in the event of sick days, personal days, bereavement leave, etc.
- Discuss conference funding and timetable.
- Discuss research and publishing opportunities.
- Investigate grant writing opportunities.
- Discuss department policies regarding overloads/other opportunities within the department.
- Discuss how summer sessions operate in your department.
- Investigate how to create a learning community.

Learn More about the Center for Excellence in Teaching and Learning

- Discuss Classroom Assessment Techniques (CATs) and other feedback tools used for program/courses, academic assessment, workshops, seminars or discussions.
- Recommend visiting the Center's website: www.parkland.edu/cetl
- Visit Distance and Virtual Learning to find out about ways to augment classroom teaching.
- Stop by the Center and check out book selections.
- Recommend checking e-mail regularly for Center for Excellence announcements of opportunities.
- Discuss Professional Development Learning Plan.
- Attend Center for Excellence programming together (workshops, seminars, discussions).
- Share your experiences as a facilitator in Center for Excellence.
- Discuss research and publishing opportunities.

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Fall 2008

Parkland College Center for Excellence in Teaching and Learning

Learning More about the Classroom

- Discuss professional expectations inside the classroom.
- Discuss Financial Aid and Withdrawal policies.
- Review Mainframe usage.
- Discuss room security (locking doors, securing equipment).
- Discuss issues of Americans with Disabilities compliance and where to go for more information and support for students with disabilities.
- Discuss student attendance issues.
- Discuss counseling students.
- Discuss cross-cultural communication between you, students, and colleagues.
- Share academic research readings.
- Discuss managing problematic student behavior and where to go for more information.
- Discuss student grievance procedure.
- Discuss biggest thrills, surprises, and disappointments in the classroom.
- Provide sample syllabi to mentored partner.
- Discuss FERPA—Family Educational Rights and Privacy Act.
- Visit each other's classrooms. Be clear about objectives in advance.
- Review each other's tests and provide feedback.
- Review each other's writing/project assignments for expectations/clarity.
- Review each other's grading/feedback for specificity/clarity.
- Provide brief overview of Grade Quick software.
- Discuss the technology available to faculty either in the classroom or in DVL.
- Discuss how to put materials on electronic Reserve available through the Parkland College Library web page.
- Discuss on-line opportunities such as Angel software, web pages, the Instructor server.
- Discuss how to obtain instructional software.
- Discuss Massage Therapy location and schedule.

Learn More about District 505

- Discuss college's mission and values statements.
- Discuss board's role, meeting schedule, agenda.
- Discuss Parkland Foundation's role.
- Discuss high schools we serve, satellite sites.
- Discuss P-16 initiative.
- Discuss in-house scholarship programs such as PROF and SNAP ON Tool Scholarships.
- Discuss television appearances of other faculty and protocol for contacting media.
- Discuss community events, especially those involving Parkland such as choirs and theatre.
- Discuss community partners such as United Way, Urban League, Carle Hospital, Ford Motor Company, and Lincoln-Mercury.
- Visit Community Education and Career Center.
- Discuss Global Campus and other connections with the University of Illinois.

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Mentoring Program Feedback and Reflections Form

Please submit this form to the Center for Excellence (D115)
no later than Noon on Friday, December 5, 2008

Mentor's Name (optional): _____

Mentee's Name (optional): _____



A copy of this page will be sent to your Department Chair/Program Director unless you specifically check the DO NOT SEND box below.

Please check one:

- Please **SEND** a copy of this page to my Department Chair/Program Director
- Please **DO NOT SEND** a copy of this page to my Department Chair/Program Director

Reflections on the Experience:

Recommendations for the Mentoring Program:

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Mentoring Program Stipend Request Form

Parkland College and the Center for Excellence in Teaching and Learning are grateful for the work you did this past semester as a mentor. The Center for Excellence will compensate you for up to **two** mentees per semester.

You must submit your Meal Receipt or Stipend Request **the same semester you mentored**. You may not "roll over" a stipend from one semester to the next.

Meal Receipt:

Must be received in Center for Excellence (D115) **by Noon on Friday, December 5, 2008**.

\$50 meal reimbursements are available as a means of encouraging early and frequent interaction between mentoring partners. The meal(s) must be shared between mentoring partners and the total amount of your expenditure will be deducted from the stipend amount.

Stipend: (Available only to faculty mentors)

Mentor's Name _____

Department _____

Office/Room Number _____

Office Telephone Number _____

Home Address _____

=====

Mentee's Name _____

Mentee's Department _____

Please briefly describe the purpose of your mentoring partnership this semester:

Please check **one** of the following options:

- \$100 (full amount; available only to faculty mentors who did not submit meal receipts)
- Balance of \$100 minus meal receipts
- Stipend waived
- Professional Services Plan (for retiring faculty only – form on file in Human Resources)