**TAP Mentor Program**

### Semester 1: Classroom Visit Log

Please complete this form during semester 1 as a record of your participation in this portion of the TAP Mentor Program. This document will be considered evidence of fulfilling this tenure requirement when submitted with the first portfolio. Once completed, please provide a copy of this form to your TAP Leader. It's recommended that mentors and mentees also keep a record of all formal meetings that take place each semester.

|  |  |
| --- | --- |
| Mentee’s Name: |  |

|  |  |
| --- | --- |
| Mentor’s Name: |  |

**Record the Classroom Visits of Mentee by Mentor:**

|  |  |
| --- | --- |
|  | Provide Course and Section, Date,, & Time/Duration Attended below |
| Classroom  Visit #1 |  |
| Classroom  Visit #2 |  |

**Record the Classroom Visit by Mentee in Mentor’s Classroom:**

|  |  |
| --- | --- |
|  | Provide Course and Section, Date, & Time/Duration Attended below |
| Visit #1 |  |

**Mentee Acknowledgement**

I acknowledge that the information provided above is accurate and that it is being used to fulfill the Faculty Mentor Program requirement for contract renewal and/or tenure. Nevertheless, participation in this activity does not guarantee contract renewal and/or tenure.

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Mentee Date

**Mentor Acknowledgement**

I acknowledge that the information provided above is accurate, that it is being used to fulfill the mentee's Faculty Mentor Program requirement for contract renewal and/or tenure, and that participation in this activity does not guarantee the mentee contract renewal and/or tenure.

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Mentor Date

Sem. 1 Mentor Classroom Visit Log - 1 of 1 - Revised 6/6/13 vp