# Checklists and Timelines

## Semester 1: Suggested Timeline of Activities

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| Week 1: Meet & Greet | | 1 meeting |
|  | Mentor and Mentee have a Meet & Greet introduction session | 30 minutes |
|  | Exchange teaching schedules, office hours/location, email(s), phone number(s) |  |

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| Week 2: Planning Meeting | | 1 meeting |
|  | Develop several goals for the Mentor/Mentee relationship |  |
|  | Read and sign Mentor/Mentee Agreement together; Provide copy to TAP Leader |  |
|  | Mentee provides mentor with course syllabi, which will be discussed at a future meeting | 60-120 minutes |
|  | Identify times for Mentor's Visit of Mentee’s classroom **AND** for Mentee’s Visit into Mentor’s classroom |  |
|  | Participate in some of the Suggested Activities or address some Topic to Discuss from the Building the Relationship section of the TAP Mentor Handbook, if applicable |  |

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| Week 3: Initial Check-In Meeting | | 1 meeting |
|  | Mentor and Mentee touch base to determine how things are going in general and if there are any matters that need clarification as the semester gets underway and/or there are any reasons to schedule a meeting with the TAP leader | 25-60 minutes |
|  | Confirm times for Mentor's Visit of Mentee’s classroom **AND** for Mentee’s Visit into Mentor’s classroom |  |

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| Week 3 or 4: Mentor's Classroom Visit of Mentee | | 2 meetings and 1 Visit |
|  | Pre-Visit Meeting | 20-45 minutes |
|  | Mentor's Classroom Visit of Mentee | 80 minutes |
|  | Debrief Meeting | 45-80 minutes |

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| Weeks 5-8 (Before Midterm): Mentee's Classroom Visit of Mentor | | 4 meetings, 1 Visit, and (likely) 2 summative observations |
|  | Pre-Visit Meeting | 20-45 minutes |
|  | Mentee's Classroom Visit of Mentor | 80 minutes |
|  | Debrief Meeting | 45-80 minutes |
| Weeks 5-8: Syllabus Meeting | | |
|  | Meet specifically to discuss issues related to syllabi in order to aid mentee in developing the Syllabus with Explanation portion of the portfolio. | 45-90 minutes |
| Weeks 5-8: Summative Observation Debrief – Chair and Administration | | |
|  | Meet to discuss the summative observation. | 25-60 minutes |

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| Weeks 9-12 (After Midterm): Mentor’s Second Classroom Visit of Mentee | | 2 meetings and 1 Visit |
|  | Pre-Visit Meeting | 20-45 minutes |
|  | Mentor's Second Classroom Visit of Mentee | 80 minutes |
|  | Debrief Meeting | 45-80 minutes |

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| Week 12-13: Regular Check-In Meeting | | 1 meeting |
|  | Meet to discuss matters related to the Regular Check-In section of the Mentor Handbook or regarding the upcoming week 14 portfolio deadline. | 30-60 minutes |

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| Week 14-16: Regular Check-In Meeting | | 1 meeting |
|  | Meet to discuss matters related to the Regular Check-In section of the Mentor Handbook and/or to review the semester’s activities and discuss the goals you have for the next semester. | 30-60 minutes |

## Semester 2 Suggested Timeline of Activities

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| Week 1 or 2: Planning Meeting | | 1 meeting |
|  | Develop several goals for the Mentor/Mentee relationship this semester |  |
|  | Read and sign Mentor/Mentee Agreement together; Provide copy to TAP Leader | 45-80 minutes |
|  | Identify times for Mentor Visits of Mentee’s classroom |  |
|  | Participate in some of the Suggested Activities or address some Topic to Discuss from the Building the Relationship section of the TAP Mentor Handbook, if applicable |  |

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| Week 3: Choosing a Faculty Evaluator | | 1 meeting |
|  | Begin a discussion regarding what tenured faculty members the mentee might ask to be a formal evaluator this semester |  |
|  | Confirm times for Mentor visit of Mentee’s classroom | 30-60 minutes |

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| Weeks 4-7 (Before Midterm): Mentor's Classroom Visit of Mentee | | 2 meetings, 1 Visit, and (likely) 1 summative observation |
|  | Pre-Visit Meeting | 20-45 minutes |
|  | Mentor's Classroom Visit of Mentee | 80 minutes |
|  | Debrief Meeting | 45-80 minutes |

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| Weeks 8-12 (After Midterm): Mentor's Second Classroom Visit of Mentee | | 3 meetings, 1 Visit, and (likely) 1 summative observation |
|  | Pre-Visit Meeting | 20-45 minutes |
|  | Mentor's Second Classroom Visit of Mentee | 80 minutes |
|  | Debrief Meeting | 45-80 minutes |
| Weeks 8-12: Debrief After All Summative Observations | | |
|  | Meet to discuss the summative observations by faculty chosen by Chair and by faculty chosen by mentee. | 25-60 minutes |

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| Weeks 12-13 Regular Check-In Meeting | | 1 meeting |
|  | Meet to discuss matters related to the Regular Check-In section of the Mentor Handbook or regarding the upcoming Second Semester Review. | 30-60 minutes |

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| Weeks 14-16 Regular Check-In Meeting | | 1 meeting |
|  | Meet to discuss matters related to the Regular Check-In section of the Mentor Handbook and/or to review the semester’s activities. | 30-60 minutes |