



TOOLS

Teacher Checklist for Mentoring

Use this checklist as a quick reference to ensure you have completed all the steps defined in this guide.

Before the Mentoring

- Establish goals for the mentoring program, deciding which curricula/programs can benefit most.
- Establish procedures to be followed for the mentoring sessions.
- Select appropriate businesses that support the curriculum and students ICAPs.
- Confirm logistics, if at worksite make student aware of workplace standards.
- Collect signed **Student Applications for Mentoring** forms.
- Inform mentors about expectations for the mentoring session.
- Prepare students to maximize their learning during the mentoring session. Help them prepare questions to ask and find information they want to know that will help them with curriculum, projects or competitions.

During the Mentoring

- Make sure student(s) have the questions they prepared to ask and response paper.
- Make sure classroom is ready for the mentor to work with student(s).
- Facilitate meeting between the mentor and student(s).
- Watch the time to keep student(s) and mentor on track and making good use of time.

After the Mentoring

- Provide individual and group reflection exercises.
- Help student(s) make the connection between academics and the workplace.
- Have student(s) write thank-you notes to mentor. Support students in determining the next step in learning about careers and their ICAPs.
- Use employer and student feedback to make continuous improvement.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.