

Arts Teacher Mentor Program: Reflection Forms

Purpose

The purpose of this document is to provide the Mentors and Mentees with a structured approach to working together. Use the template to facilitate discussions, write notes, record reflections, and to list additional questions or topics that may come up from your discussions.

Working together should be an enjoyable experience for both. This is a professional relationship and therefore having established norms will aid in the successful completion of the program. Please consider the following in setting your norms together when meeting:

- Be Respectful.
- Seek to learn from you mentoring experience.
- Look for ways to add value to your mentor/mentee. Remember important dates for each other; write a thank you note; send encouraging emails to each other.
- Keep commitments with each other.
- Be mindful of time commitments. Stay within the designated time slot you agreed upon.
- Be on time.
- Respect boundaries.
- Keep confidential information confidential.

Mentor/Mentee Meet and Greet

Use this time to get to know each other. Ask each other some of the following questions. Keep it short and sweet.

How did you decide to become a teacher?

What are you passionate about?

What would you most like to be known about yourself?

What norms are important to you for our relationship?

Contact Information:

If you have questions about this document or would like additional information please contact:

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Mentor Discussion Template

Meeting Topic: _____

Mentor Name: _____

Mentee Name: _____

Goals For Meeting:

1. Goal:

2. Goal:

3. Goal:

Meeting Record

Date: _____ Time: _____

Location: Virtual Phone In Person

Discussion Topics/Action Items

Results from Prior Action Steps

Open Items/Action Items/Topics for Next Meeting

Next Meeting Date: _____ Time: _____

Location: Virtual Phone In Person