



ACTIVITY PLANNING GUIDE FOR MENTORS AND SCHOLARS

Please use the following chart as a guide in planning activities for a six month or year long mentoring experience, tracking accomplishments as you go along. It is not expected that all of the suggested activities below will be accomplished. However, there should be a balance of activities that would provide the Scholar with exposure to a cross-section of experiences in the areas of teaching, research and service, if at all possible. There are a couple of activities that have been pre-selected because they are required for the program. It is acceptable for the mentor and Scholar to add to this list of experiences. Ideally this chart will be used during each visit and completed jointly (if possibly) at the end of each activity. However, if the mentor and Scholar decide on a different arrangement, that is permissible as well. Once all planned activities have been accomplished, the mentor and Scholar must sign, date and forward the completed form to the IUPUI Preparing Future Faculty Program, IUPUI Graduate Office, Union Building 207, Indianapolis, IN 46202. Feel free to contact NaShara Mitchell at nacmitch@iupui.edu or Fred Pavalko at fpavalko@iupui.edu, if there are any questions or concerns regarding this process.

Select	Mentor	Scholar	Plan/time-frame	Accomplishments
<input type="checkbox"/>	Selects and reads 2-3 articles on teaching, mentoring, etc., and discusses with Scholar	Reads mentor's selection of articles and discusses with mentor		
<input type="checkbox"/>	Invites Scholar to attend activities associated with academic life, e.g., faculty meetings, curriculum and other committee meetings, advising sessions. Provides examples demonstrating	"Shadows" mentor in different kinds of activities associated with faculty role		

	balance between teaching, research, college service and community service requirements of the faculty role.			
<input type="checkbox"/>	Introduces Scholar to at least 4 other faculty members	Invests effort to meet and learn from other faculty members		
<input type="checkbox"/>	Facilitates Scholar observation of 3 of mentor's own class sessions	Observes class sessions and offers responses		
<input type="checkbox"/>	Facilitates Scholar observation of at least 2 class sessions taught by other faculty members	Observes class sessions and discusses with mentor		
<input type="checkbox"/>	Involves Scholar in course revision or development (new teaching strategies, implementing assessment, survey to answer pedagogical questions)	Becomes involved with course development		
<input type="checkbox"/>	Allows Scholar to lead lecture, class discussion, or other activity more than once. Observes and offers written evaluation	Leads a lecture, class discussion, etc.		
<input type="checkbox"/>	Meets with Scholar at least 4 times to discuss articles, class participation, and faculty life	Meets with mentor at least 4 times for discussion and reflection		
<input type="checkbox"/>	If requested, provides supplemental academic guidance to the Scholar. This could include providing information regarding research sources, particularly current books, articles and journals that are relevant to the Scholar's research. It may also include discussing the Scholar's research, proposed papers, and oral or poster presentations. If the mentor is associated with a partner institution, he/she should introduce			

	the Scholar to faculty members, graduate Scholars, and community contacts in his/her field of interest at the partner institution.			
<input type="checkbox"/>	Meets with other mentors and Scholars	Meets with other Scholars and mentors		
<input checked="" type="checkbox"/>	Writes final evaluation of Scholar's performance to be included in the teaching portfolio	Writes a final report of accomplishments and plans for future development as a faculty member to be included in the teaching portfolio		
<input checked="" type="checkbox"/>	Provides reflective and critical feedback to the PFF program, identifying strengths of the program and Scholar, and providing suggestions for improvement	Provides reflective and critical feedback to the PFF program, identifying strengths of the program and mentor, and providing suggestions for improvement		

Signature of Mentor

Date

Print Mentor Name

Signature of Scholar

Date

Print Scholar Name