

**MVT Mentor Required Activities  
January – May 2017**

Date or Deadline	Activity	Action Items
January 31, 2017	MOY Self-Assessment Survey	<ol style="list-style-type: none"> <li>1. Guide the Mentee through the Self-Assessment Survey. The mentee will log in to Eduphoria to complete this activity. <b>(Formspace&gt; MVT Program&gt; New Teacher Self-Assessment – M.O.Y.)</b></li> <li>2. Based on their most immediate needs, help them with a plan for Personal PD. This could include: collaborating with CCF, department chair, or another teacher on particular practices identified, After the Bell sessions, Atomic Learning, articles or literature found online.</li> <li>3. Complete Mentor Activity Log, print, and sign <b>(Formspace&gt; MVT Program&gt; Mentor Activity Log)</b></li> </ol>
February 26, 2017	Touch Base Meeting with Mentee(s) – estimated time of 30 minutes	<ol style="list-style-type: none"> <li>1. Schedule meetings with mentees, either together or individually.</li> <li>2. Discuss any immediate needs or concerns they may have.</li> <li>3. Schedule a time for Learning Walk Activity and choose what form(s) you would like to use, based on the needs of the mentee(s).</li> <li>4. Complete Mentor Activity Log, print, and sign</li> <li>5. <b>(Formspace&gt; MVT Program&gt; Mentor Activity Log)</b></li> </ol>
March 31, 2017	Learning Walk Activity	<ol style="list-style-type: none"> <li>1. Complete the Learning Walk Activity with mentee(s) using the Learning Walks Protocol. Make sure to schedule time for debrief and reflection.</li> <li>2. Complete Mentor Activity Log <b>(Formspace&gt; MVT Program&gt; Mentor Activity Log)</b></li> </ol>
April 29, 2017	Mentor Observation Coaching Session	<ol style="list-style-type: none"> <li>1. Schedule a time to complete a Learning Walk Observation of your mentee. Discuss what type of feedback and growth is needed and choose the appropriate Learning Walk Form to use. More than one form may be used.</li> <li>2. Meet with the mentee to discuss your notes and give feedback.</li> <li>3. Complete Mentor Activity Log, print, and sign <b>(Formspace&gt; MVT Program&gt; Mentor Activity Log)</b></li> </ol>
May 13, 2017	EOY Self-Assessment Survey	<ol style="list-style-type: none"> <li>1. Guide the Mentee through the Self-Assessment Survey. The mentee will log in to Eduphoria to complete this activity. <b>(Formspace&gt; MVT Program&gt; New Teacher Self-Assessment – E.O.Y.)</b></li> <li>2. Complete Mentor Activity Log, print, and sign <b>(Formspace&gt; MVT Program&gt; Mentor Activity Log)</b></li> </ol>

*Mentors may meet with mentees more than once a month, as needed. Documentation for activities once a month is the minimum requirement for Semester 2.*

*Mentor Logs must be printed and signed by the mentor and mentee(s). These logs will be turned in at the end of the Semester with your time and effort form.*