

**BEVILL STATE COMMUNITY COLLEGE**  
**Mentoring Form**

Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

**Mentoring Checklist:**

1. General Information

A. College Publications Familiarization

- 1. Personnel Handbook \_\_\_\_\_
- 2. Student Handbook \_\_\_\_\_
- 3. College Catalog \_\_\_\_\_
- 4. Faculty Orientation Handbook \_\_\_\_\_

B. Procedures

- 1. Purchase Orders \_\_\_\_\_
- 2. Budget Requests of Change \_\_\_\_\_
- 3. Leave Requests \_\_\_\_\_
- 4. Textbook Adoptions \_\_\_\_\_
- 5. Curriculum Changes \_\_\_\_\_

2. Classroom Management/Presentation

A. Daily Classroom Management

- 1. On time; Set Up \_\_\_\_\_
- 2. Personal Interaction with Class \_\_\_\_\_

B. Organization of Material/Presentation

- 1. Syllabus Usage \_\_\_\_\_
- 2. Daily Objectives Completion \_\_\_\_\_
- 3. Audiovisuals/Models Use \_\_\_\_\_
- 4. Other \_\_\_\_\_

C. Activities (If Applicable)

- 1. Group Activities \_\_\_\_\_
- 2. Lab Exercises \_\_\_\_\_
- 3. Clinical \_\_\_\_\_
- 4. Library Utilization \_\_\_\_\_

3. Evaluation of Students by Instructor

- A. Classroom \_\_\_\_\_
- B. Lab \_\_\_\_\_
- C. Clinical \_\_\_\_\_

4. Evaluation Process

- A. Student Evaluation of Instructor \_\_\_\_\_
- B. Professional Development Plan \_\_\_\_\_
- C. Supervisor Evaluation of Instructor \_\_\_\_\_
- D. Instructor of Evaluation of Supervisors \_\_\_\_\_

\_\_\_\_\_  
Signature/Mentor

\_\_\_\_\_  
Signature/Mentee

\_\_\_\_\_  
Campus Dean

\_\_\_\_\_  
Dean of Instruction

Additional Comments: \_\_\_\_\_  
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\_\_\_\_\_  
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cc: Personnel Office  
Campus Dean  
Dean of Instruction