

College Now

Faculty Mentor Checklist



When You're Assigned a New Mentee

- Reach out to your new mentee and establish preferred communication method.
- Help build their COCC syllabus together - registration can't happen until its reviewed and approved by you.
- Review course curriculum basics (outcomes, assignments, exams, assessments, and outcome measures).



Beginning of the Academic Year

- Update College Now Canvas course with new resources. Remove old content.
- Review COCC syllabi submitted by mentees in the College Now Canvas course.
- Attend annual College Now Kick-off orientation



Throughout the Year

- Communicate with mentees at least once a COCC term.
 - Examples include checking in via email, classroom visits, hosting professional learning community, or sharing resources.
- Complete a classroom observation/visit during the instructor's first year of articulation, then at least every other year after that.
 - Submit classroom observation and mileage reimbursement via the faculty mentorship form.



End of Year

- Email your mentees before the school year ends and share curriculum updates for following academic year.



As Needed

- Share ongoing professional development opportunities with your mentees.
- Address compliance or course alignment issues early, in coordination with the Director of High School Partnerships.
- Assist with Sponsored Dual Credit (SDC) training opportunities.