

Welcome to The Online Teaching Mentor Program at Gavilan College!

This pilot program will last through the fall 2020 semester to help the College create an Online Teacher Mentor program. Your participation and feedback will contribute to the success of the program.

Expected Outcomes:

Mentees will be able to:

- apply the principles and pedagogy of teaching online
- apply online teaching tools and policies
- submit their online course for Peer Online Course Review (POCR)

Mentors will have

- used the Course Design Rubric to give feedback to Mentees throughout the semester.
- encouraged mentees to apply to have their course reviewed for “Quality Reviewed” status through the POCR process
- provided feedback regarding the experience.

Tools for Participants:

- [Self Assessment](#)
- [Course Design Rubric](#)
- [Course Design Tracker](#)
- [Mentor Survey](#)
- [Mentee Survey](#)

Expected Experience

Mentee

By Aug 21, 2020:

- Connect with your Mentor
- Sign up for GOTT 1 & GOTT 2 Series courses
- Self-Assessment Tool use and review with your mentor
- Edit or change content with your mentor as needed
- Open your course to students!

During the fall 2020 semester:

- Check in with your Mentor at least once a month through November. Establish a communication plan for ongoing questions and support

No later than November 16, 2020:

- Re-visit your Self-Assessment tool. Are there still things you want to work on? It's ok not to have everything 100%. Make comments as to what you will continue to work on in the future or how much you feel you've improved it on the Course Design Tracker!
- Ask your Mentor for any final support.
- Mentee Survey (required)

Mentor

By August 21, 2020:

- Introduce yourself to your Mentee
- Encourage Mentee to sign up for GOTT 1 & GOTT 2 Series trainings
- Introduce your Mentee to the concept of Peer Online Course Review. (You will **not** be taking them through the POCR process, only introducing them to applying the criteria of the Course Design Rubric)
- With your Mentee, review their online course and help them understand how to fill out the Self-Assessment.
- Help the Mentee develop a plan for any improvements Using the Course Design Tracker
- Establish a regular check in with your Mentee during the fall semester

During the fall 2020 semester:

- Check-in with your Mentee at your established check in time
- Establish a communication plan for ongoing questions
- Schedule time at one of our regular POCR Club meetings to provide a 5-10-minute report on your mentor experience so far

No later than November 16, 2020:

- Conduct another meeting with your Mentee to review their initial Self-Assessment and Course Design Tracker.
 - Were they able to make improvements?
 - Based on their experience, what might they keep or change?
 - Help them create a plan to keep moving forward.
- Turn-in revised Self-Assessment & updated Course Design Tracker to VPAA's office
- Complete Mentor Survey (required)