

MENTOR CHECKLIST AND DEADLINES

Item or Task		Date Due	Date Completed or Submitted
September	Complete/submit two Professional Services Agreements* (originals only, no copies or faxes) and Change of Student Information* form	September 1	
	Begin Online Mentor Training Modules I, II, and III**	September 1	
October	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	October 1	
	Complete/submit Online Mentor Training Module I, and II , including collaborative activities, "Goals" and "Roles and Phases"; begin Module III**	October 1	
November	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	November 1	
	Complete/submit Online Mentor Training Module III , including collaborative activities, "Scenarios 1-4" **	November 1	
December	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	December 1	
	Confirm that all requirements for the fall semester, Mentor Training Modules I-III and three Mentor Observations , have been completed and submitted to insure timely processing of the mentor stipend (the \$250.00 stipend cannot be paid until requirements are met)	December 1	
Feb	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	February 1	
Mar	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	March 1	
April	Submit one Mentor Observation of the Intern*** report documenting one class period of observation (45-min minimum)	April 1	
	Begin Online Mentor Training Module IV**	April 1	
May	Complete/submit Online Mentor Training Module IV , including collaborative activity, "Goal Review" **	May 1	
	Confirm that all requirements for the spring semester, Mentor Training Module IV and three Mentor Observations , have been completed and submitted to insure timely processing of the mentor stipend (the \$250 stipend cannot be paid until requirements are met)	May 1	
	Confirm that intern has submitted the Collaboration Time Log and PDAS Classroom Observation Summary	May 1	
June	End-of-the-year payment processing deadline— please complete and submit all requirements and documents by this date to avoid forfeiture of the \$250.00 mentor stipend (please contact the OAC if payment is not received by July 1)	June 1	

*Forms included in mentor packet.

**Access the mentor training website: <http://tap.tarleton.edu/pact>.

***Documents available in the "Forms" folder, www.wtamu.edu/altcert.