



Welcome to the Texas A&M University System Online Mentor Training. Thank you for playing an important role in the career of our interns. Your guidance and support will have a great impact on his/her teaching career.

As part of a *Performance-based Academic Coaching Team (PACT)* your guidance and support will have a great impact on the intern's teaching career. This training was designed to maximize your mentoring experience. Your effectiveness as a campus mentor can make the difference between an intern who leaves the profession after one year and an intern whose first year is the first stage of a satisfying career.

To increase your skills as a mentor and help you make this first year of teaching for the intern a rewarding experience, you will **complete required Online Mentor Training** through the *PACT* website. Instructions for accessing the training are outlined below.

1. **Access the PACT website, <http://tap.tarleton.edu/pact>, and register as a new user:**
 - Click on **Click Here to Register** which will link you to a **Terms of Use Agreement**;
 - Enter the last 4 digits of your Social Security Number and click on **Agree**;
 - From the **Registration** page, complete the information and **Submit**.
 - After your registration is processed, you will receive an email with your username and password which you will use to log in to the PACT website.
 - Complete the registration process by providing biographical and background information (only upon initial log in); then click on the **Campus Mentor Training** link from the **Quick Links** section.

2. **Select your intern:**

- Scroll to the bottom of the **Mentor Training** page where you will see

My Current Interns for the 2011-2012 School Year
Add/Delete Interns

- Click on **Add/Delete Interns** and select the **current** school year, the program in which your intern is enrolled (**WTAMU**), then **Next**;
- **Add an Intern** by highlighting your intern's name and click **Finish**. (Confirm that the intern is registered for the current academic year or you cannot proceed.)

3. **Begin mentor training.**

The training consists of the **Introduction** and **Modules I-IV**. Please note the specific completion date for each module, so that you do not miss any deadlines. Training must complete in sequence, **Introduction** followed by **Modules I-IV**:

- To begin, click on **Introduction** or **Module I, II, III, or IV**.
- Complete the **Knowledge-based Components**; there will be one or more per module.
- Then take the **Quiz** or quizzes; success on the quiz unlocks the collaborative **Activities**.
- To access the collaborative **Activities**, highlight your intern's name then go to the **Detail Page**.
- From the intern's personal **Detail Page**, click on the **Activity** link or links for the specific module and complete the activities in collaboration with your intern.

The content of the **Introduction** and **Modules I-IV** is outlined below. Please note that a module is not complete until you have completed all three components: the **Knowledge-based Module**, the **Quiz or Quizzes**, and the **Collaborative Activities** (*activities are completed with input from the intern*). *Modules are not complete when the knowledge modules and quizzes are finished; the collaborative activities must also be submitted.*

- **Introduction**—must be completed before you can access Module I
 - PACT Website Module and Quiz
 - PACT Content Framework Module
- **Module I: Mentoring the New Teacher**—to be completed by September 30
 - Mentoring the New Teacher Module and Quiz
 - *One Activity: Goals**
- **Module II: Nurturing the Novice Teacher**—to be completed by September 30
 - Roles and Responsibilities Module and Quiz
 - Phases of the Novice Teacher Module and Quiz
 - *One Activity: Roles and Phases**
- **Module III: Quality Teaching Skills**—to be completed by October 31
 - Quality Teaching Skills Module and Quiz
 - *Four Activities: Scenarios 1-4**
- **Module IV: Reflection**—available April 1 to be completed by April 30
 - *Activity: Goals Review**

Modules I, II, and III must be completed before the fall stipend will be processed; Module IV must be completed before the spring stipend will be processed. When the modules/activities are complete, the information will be available to your intern’s ACP program for accountability purposes:

Intern	Mentor	Year	Module I	Module II	Module III				Module IV
			Goal-Setting	Roles & Phases	Scenario #1	Scenario #2	Scenario #3	Scenario #4	Goal Review
		2010-2011	✓ 09/23/2010	✓ 09/24/2010	✓ 10/06/2010	✓ 10/06/2010	✓ 10/06/2010	✓ 10/06/2010	✓ 04/07/2011

✓ = Has been submitted. If an area is blank then no activity has been submitted for this Intern for the selected School Year.

If you have any questions regarding your *Online Campus Mentor Training* through the *PACT* website, please contact Dr. Irma Harper, IHarper@tamus.edu.

Thank you!

****Please note:***

When you complete the knowledge-based components and quizzes for each module, the associated activity will unlock. Please schedule a meeting with your intern and complete the activities online as they become available. For your convenience, a print version of each activity is provided; however, you must submit the activity online for credit.