SAINT PAUL COLLEGE
A Community & Technical College

# Faculty Mentorship Assignment

Per Article 13 of the 2019-2021 MSCF Master Agreement Section 10. PSEO/Concurrent Enrollment.
Payment for assignments for mentoring/monitoring instruction in the college/high school credit programs shall be paid on a pro-rata credit equivalent basis. In no case shall an individual who does not meet minimum qualifications in the credential field of the course be assigned to mentor or do similar work. Mentors for these programs shall be compensated at the rate of one (1) credit for the first time an instructor is mentored in a course and one-half (1/2) credit each successive time.

**Faculty Name**

**Term:** **Fall** **Spring** **All-Year**

| **Course** | **High School Instructor** | **High School** | **RCE Credit** |
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**DESCRIPTION OF ASSIGNMENT (list goals and objectives):**

1. When first being paired, provide new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course, including:
    a. Provide guidance and feedback to the instructor as they develop a course syllabus and assessments.
    b. Discuss curriculum and course outline prior to teaching the course.
2. Provide course updates and review course evaluations.
3. Schedule at least one site visit (per semester class) to:
    a. Provide an in-class observation and complete a Saint Paul College Concurrent Enrollment Site Visit Report.
    b. Discuss pedagogical, curricular, and assessment procedures/plans to ensure consistency in learning expectations and outcomes.
    c. Monitor progress with the class.
    d. Ensure that the same standards of achievement are expected of HS students as are expected at the college level.
    e. Ensure that the grading agreement is followed.
    f. Ensure HS students assessed using the same methods as college students.
    g. Discuss any issues that may arise regarding non-compliance.
    h. Discuss any student issues that may arise.
    i. Documentation of each meeting will be submitted to Director of College Partnerships.
4. Provide annual discipline-specific professional development to further enhance instructors' pedagogy and breadth of knowledge in the discipline and complete Professional Development Report.
5. Approve the final course syllabus.
6. In conjunction with the Director of College Partnerships, ensure High School instructor abides by all policies outlined in the College Faculty Handbook and Employee Code of Conduct.
7. Ensure that the HS faculty conducts the end-of-course evaluation as is done at SPC.
8. Correspond and collaborate with your High School instructor in a professional, timely and courteous manner.

**Faculty Mentor Signature** **Date** **Dean Signature** **Date**

**Chief Human Resources Officer Signature** **Date**