COLLEGE FACULTY MENTOR AGREEMENT

Name: _______________________________________________________________________

High School: __________________________________________________________________________

Course Name: _______________________________     Course Dates: ___________________

As a Discovery Academy Faculty Mentor for St. Cloud Technical & Community College (SCTCC), I agree to:

- Meet annually with the Director of K-12 Initiatives prior to the start of mentoring for that academic year. This meeting will serve as a chance to review the mentor responsibilities, as well as, learn any updates for the Discovery Academy.
- Complete the Faculty Mentor Checklist and Faculty Mentor Site Visit Report for each Discovery Academy course;
- Create and deliver course orientation for new instructors each year;
- Create and deliver or identify discipline-specific training and/or workshops for returning instructors each year;
- Mentor the high school instructor on subject matter, course guidelines, required materials, exams, grading, and testing procedures;
- Provide high school instructor information about SCTCC academic policies and procedures;
- Review and approve the course syllabus from the high school instructor in compliance with SCTCC policies and procedures;
- Evaluate the rigor and course guidelines to meet the on-campus expectations using the provided checklist;
- Review grading practices to ensure standards are similar to on-campus courses;
- Review assignments and assessments to ensure students are being assessed using similar methods to on-campus courses;
- Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee;
- Follow the mentor interaction requirements, listed here:
  o Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
  o For a new class, instructor, or mentor, three interactions are required including at least two in-class observations, one of which is prior to course start as an orientation for the high school teacher.

_______________________________________________                        _____________________
College Faculty Mentor Signature                                      Date

Return completed form to Becky Thelen, 1-312, at SCTCC