



COLLEGE FACULTY MENTOR AGREEMENT

Name: _____

High School: _____

Course Name: _____ Course Dates: _____

Fiscal Year: _____

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:
 - Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
 - 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 Susan Jordahl at susan.jordahl@sctcc.edu

Last updated 12/2023