



## Certificate Program in Advanced Teaching and Learning Mentorship

The Certificate Program in Advanced Teaching and Learning is a 1 year certificate program for graduate students with a deep and sustained interest in teaching and learning. Among the coordinated elements in the certificate program is a mentoring component, to help connect emerging teaching and learning specialists to experienced practitioners for an exchange of ideas and perspectives. It is our hope that the experience will be beneficial to everyone involved.

In order to facilitate an easy and straightforward mentor-mentee relationship, it is helpful to set out clear expectations for the relationship from the beginning. To that end we have set out minimum requirements for the mentoring relationship to fulfill the needs of the Certificate program. This is meant to be a starting point for discussion of the mentoring relationship - the details of which should be discussed and agreed upon by the mentor and mentee. The requirements for the certificate program are as follows:

Mentors will allow their mentees to observe at least 1-2 class (taught by the mentor) per term (total of 3 classes over the 1 year program). This observation will be used by the mentee as the basis for their reflections on teaching practice that will be incorporated (by the mentee) into their online and face-to-face cohort meetings. This observation should be followed by a meeting between the mentor and mentee, 1 hour long, to discuss what was observed, allow for questions, and as an opportunity for feedback on teaching from the mentee, if desired. This entails a total time commitment of 3 hours over the 1 year program (this obviously does not include the observation time).

Mentors will also engage in at least two “sites of learning” observations of the mentee’s teaching over the course of the 1 year (including the summer term). This will be structured through a pre-observation meeting to discuss what feedback the mentee would like, and the observation itself will be followed by a post observation meeting to discuss the feedback and other thoughts on teaching. Guidelines for both the pre- and post- observation meetings can



be found on the Peer Review of Teaching website. This entails a total time commitment of 5 hours over the 1 year term.

Additional time commitment is encouraged but not required. This could include additional classroom observations and meetings, mutual sharing of lesson plans and feedback, mutual sharing and discussion of statements of teaching philosophy, and providing feedback on Certificate program materials, especially the teaching portfolio developed over the course of the program. For more information about classroom observation guidelines and processes, we encourage mentors and mentees to attend a 3 hour “Developing Your Skills as a Peer Reviewer of Teaching: Introductory Workshop”, in early fall 2018

**The total minimum time commitment for mentors:** 8 hours over 1 year.

**For the application you are required to:**

- Provide two (or more) names of potential mentors whose teaching you could be observing.

The names can include faculty, lecturers, sessionals, community leaders, etc. who are actively teaching. Please make sure to check with the person first to see if they would be interested and available for this process (which involves volunteering certain hours on their part). This does not guarantee that you would be teamed up with that person as a mentor.

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