



MENTORSHIP PLAN

This is the process all staff will follow when they are mentoring a student in their programs.

Step 1 – Ensure you have received all the documentation required from Mohawk College/Student including the following:

- Field Placement Mentor Guide (approx. 7 pages)
- Learning Outcomes Feedback Form
- Field Placement Checklist (each one specific to what placement they are completing)
- Field Placement Support Office Contact Information

Step 2 – Ensure that the welcome letter has been sent to the student (check with Supervisor as this is their task)

Step 3 – Arrange with the Supervisor the following meeting times:

Please input the following dates on a calendar you will post your classroom/Supervisor's office. Blank calendar is attached. Supervisor will also support arranging coverage.

1. First Day (tour and introduction of staff, go over daily schedule, confirm their schedule and review of mentorship guide) – 30-45 mins
2. Arrange with student dates that plans will be submitted/completed – 30 mins
3. Completion of the Midterm – 1-1.5 hrs
4. Meet to discuss Midterm – 30min-1 hr
5. Completion of the Final – 1-1.5 hrs
6. Meet to discuss Final – 30 min-1 hr

Weekly Discussion times that can be completed during rest time:

Planning forms – Review them with student prior to activity being completed and give feedback after the activity has been completed. Students will submit their planning forms 3-5 days prior to implementation so you can review. Plans can be submitted by email or hard copy.

If you require more time to meet with your student and it cannot be completed during rest time, you must speak to your Supervisor to arrange additional meeting(s) and provide reasons why (i.e. student struggling, any concerns, answering questions).

On their first day the student will need to complete the following with Supervisor:

1. Employer Health and Safety Check
2. Confirm review and sign off of the Annual and Site-Specific Policies

Overview of Responsibilities:

Student Responsibilities

- Complete Employer Health and Safety Check
- Review and Sign off on Site Specific
- Attendance Tracking

Supervisor Responsibilities

- Prepare Field Placement Guide
- Provide Learning outcomes Feedback Form
- Field Placement Checklist
- Send Welcome Letter
- Ensure all Ministry documents have been received and verify VSC
- Arrange Meeting Times on Calendar with Student and Employee
- Notify student on procedure for any absences

Employee Responsibilities

- Review Field Placement Guide
- Review Learning outcomes Feedback Form
- Field Placement Checklist
- Arrange weekly meetings/ plan sharing during rest time with Student