Welcome!

This program is for new online teachers to develop and teach in the online environment using The College's adopted OEI Course Design Rubric criteria, with the support of an experienced online teaching mentor. Your participation and feedback are valuable to the success of the program.

> *"I think this was a valuable learning & networking opportunity for both mentor & mentee. It was a straightforward timeline & expectations of the semester long mentorship. I wish I had this opportunity when I was a new online instructor." ~Pilot Mentor*

Expected Outcomes:

Mentees will be able to:

- apply the principles and pedagogy of teaching online.
- apply online teaching tools and policies.
- understand what it takes to submit their online course for Peer Online Course Review (POCR)

Mentors will have:

- used the Course Design Rubric to give feedback to Mentees throughout the semester.
- encouraged mentees to consider applying to have their course reviewed for "Quality Reviewed" status through the POCR process.
- provided feedback regarding the experience.

Tools for Participants:

- Self-Assessment
- Course Design Rubric
- Course Design Tracker
- Mentor Survey
- Mentee Survey

Expected Experience

Mentee

Pre-semester:

- ☐ Connect with your Mentor.
- ☐ Sign up for GOTT 1 & GOTT 2 Series courses
- ☐ Complete the self-assessment and review with your mentor, developing a plan for improvements (if needed) using the Course Design Tracker.
- ☐ Start editing course content based on mentor feedback, and the Course Design tracker, as needed.
- ☐ Open your course to students!

During the semester:

☐ Check in with your Mentor at least once a month. Establish a communication plan for ongoing questions and support.

No later than week 12:

☐ Re-visit your self-assessment & Course Design Tracker plan. Are there still things you want to work on? It's ok not to have everything 100%.

☐ Make comments as to what you will continue to work on in the future or how much you feel you have improved it on the Course Design Tracker!

☐ Ask your Mentor for any final support.

☐ Mentee Survey (required)

Mentor

Pre-semester:

☐ Introduce yourself to your Mentee.

☐ Encourage Mentee to sign up for GOTT 1 & GOTT 2 Series trainings

☐ Introduce your Mentee to the concept of Peer Online Course Review. (You will **not** be taking them through the POCR process, only introducing them to applying the criteria of the Course Design Rubric)

☐ With your Mentee, review their online course and help them understand how to fill out the self-assessment tool.

☐ Help the Mentee develop a plan for any improvements using the Course Design Tracker

☐ Establish a regular check in with your Mentee during the fall semester.

During the semester:

☐ Check-in with your Mentee at your established check in time

☐ Establish a communication plan for ongoing questions.

☐ Present any questions, feedback, or comments at POCR Club meetings regarding mentorship.

No later than week 12:

☐ Conduct another meeting with your Mentee to review their initial self-assessment and Course Design Tracker.
  o Were they able to make improvements?
  o Based on their experience, what might they keep or change?
  o Help them create a plan to keep moving forward.

☐ Turn-in revised self-assessment & updated Course Design Tracker to POCR Club.

☐ Complete Mentor Survey (required)

"It gave me the opportunity to ask questions in the areas that I was not sure how to proceed or find the best way to act. This was most helpful especially for me since I am new to the college." ~Pilot Mentee