

Project HELP!

Mentor Flow sheet

From application, mentoring period and after that

Autumn and Winter Term 2017

From Application to the Orientation / Mentor training course

Mentor application 【deadline : Noon of October 16 (Mon)】

▪ Consent to the precondition

▪ Submission of the application form

Result of the screening 【informed by noon of October 20 (Fri) via e-mail】

Things to do when you've selected as a mentor candidate 【deadline: Noon of October 23 (Mon)】

▪ Log in to the MENTOR system, check and edit your profile

▪ Reconfirmation of the attendance for the orientation/ mentor training course

Orientation / Mentor training course 【October 29(Sun) 9:00-17:30 at Toyonaka Campus】

▪ Attendance is obligation

▪ Lending of the textbook

▪ Meeting with mentee

▪ Scheduling of the mentoring

Under the mentoring period 【3 months from October 30(Mon) to January 29(Mon),2018】 and afterward

Under the mentoring period

- Fill in the mentor's comment in every carte your mentee has made

Mid of the mentoring period

- Submission of "Mid-term report"
- Discuss with your mentee about "Prospect sheet for the mentoring period"

Things to do when completing your 8 mentoring 【deadline: Noon of February 2(Fri),2018】

- Evaluation on your mentee
- Return of the textbook

Award of mentor certification 【By the middle of March,2018】

- The review and approval are to be made by the teachers after the mentoring period