

Project HELP!

Mentor Flow sheet

From application, mentoring period and after that

Spring and Summer Term 2020

From Application to the Orientation / Mentor training course

Mentor application 【deadline: April 9 Thu)】

▪ Consent to the precondition

▪ Submission of the application form

Result of the screening 【informed by April 16 (Thu) via e-mail】

Things to do when you've selected as a mentor candidate 【deadline: Noon of April 17 (Fri)】

▪ 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 【April 25(Sat) 9:00-17:30 at Suita Campus】

▪ Attendance is obligation

▪ Lending of the textbook

▪ Meeting with mentee

▪ Scheduling of the mentoring

Under the mentoring period 【3 months from April 26(Sun) to July 25(Sat)】 and afterward

Under the mentoring period

- Fill in the mentor's comment in every carte



Mid of the mentoring period

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| 1)Submission of “Mid-term report” | 2)Discuss with your mentee about “Prospect sheet for the mentoring period” |
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Things to do when completing your 8 mentoring 【deadline: July 30 (Thu)】

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| 1)Evaluation on your mentee | 2)Survey | 3)Return of the textbook |
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Award of mentor certification 【By the middle of September】

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