

Mentorship Calendar		Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
	Pre-Period Week One	Check-In and alternate contact information	Online Mentorship Agreement and Mentee Expectations		First material drafts due (syllabus builder required)	Exercise 1 - APA Checklist	Discussion Topic 1 - FERPA	
	Pre-Period Week Two	Discussion Topic 2 - Participation and Tone	Discussion Topic 3 - Participation Grading Plan and Criterion	Final material drafts due (syllabus builder required)  Discussion Topic 4 - Feedback and Rubrics  Exercise 2 -Assignment Grading Form  Supply 2 talking points from the readings and one outside article for each prepared discussion question	Exercise 3 - Gradebook Tutorial Acknowledgement	Discussion Topic 5 - Gradebook	Setup Gradebook	Administrative materials and discussion threads posted to class
	Week One			Drafts of Week Two Materials  Supply 2 talking points from the readings and one outside article for each prepared discussion question				Administrative materials and discussion threads posted to class
	Week Two			Drafts of Week Three Materials  Supply 2 talking points from the readings and one outside article for each prepared discussion question	Post Graded Assignments for Review (required)  Action Plan for Improvement		Week One Course Feedback Due	Administrative materials and discussion threads posted to class
	Week Three			Drafts of Week Four Materials  Supply 2 talking points from the readings and one outside article for each prepared discussion question	Post Graded Assignments for Review (if requested by mentor)  Action Plan for Improvement		Week Two Course Feedback Due	Administrative materials and discussion threads posted to class
	Week Four			Drafts of Week Five Materials  Self-Evaluation  Supply 2 talking points from the readings and one outside article for each prepared discussion question	Post Graded Assignments for Review (if requested by mentor)		Week Three Course Feedback Due	Administrative materials and discussion threads posted to class
	Week Five			Drafts of Week Six Materials (graduate courses only)  Supply 2 talking points from the readings and one outside article for each prepared discussion question (graduate courses only)	Post Graded Assignments for Review (if requested by mentor)  Action Plan for Improvement (graduate courses only)		Week Four Course Feedback Due	Administrative materials and discussion threads posted to class (graduate courses only)
	Week Six				Post Graded Assignments for Review (if requested by mentor – graduate courses only)		Week Five Course Feedback Due	Final Grades Due (undergraduate courses only)  Mentee Survey
	Week Seven						Week Six Course Feedback Due	Final Grades Due (graduate courses only)  Mentee Survey