



## Concurrent Mentor Expectations

Concurrent enrollment mentors serve a critical role in ensuring that our courses meet the outcomes, expectations, and quality we expect at M State. The high school instructor you would mentor has to meet Concurrent Enrollment Program credentialing requirements (See [MnSCU Procedure 3.5.1](#)) and be committed to meeting the guidelines to offer college level courses at their high school.

Mentor expectations include:

- When mentoring a new teacher, new course, or if it is a new mentor/mentee relationship - six meetings with the high school teacher are expected. One pre-class meeting to complete the Teacher Orientation Checklist and review the teacher's syllabus. Two meetings to observe the classroom. Three other meetings which can be done via phone or email.
- When mentoring a course that the teacher has already taught at least one time with the same mentor - three meetings with the high school teacher are expected. One meeting must be a classroom observation. The other two meetings can be done via phone or email.
- Provide support, guidance, and mentoring for concurrent enrollment high school instructors to ensure the delivery of a quality, collegiate level learning experience for concurrent enrollment students.
- Review the course syllabus and course outline with the high school instructor to ensure consistency in course outcomes and expectations.
- Review grading practices to ensure standards are similar to on-campus courses.
- Review assignments and assessments to ensure students are being assessed using similar methods to on-campus courses.
- Mentor the high school instructor on subject matter, course guidelines, required materials, exams, grading, testing procedures, and length of class meetings.
- Provide information for the high school teacher on M State academic policies and procedures.
- Ensure high school students have access to library and other college services to assist them in their academic success.
- Mentors will submit a mentor report at the end of each semester.
- Mentors are encouraged to attend the annual concurrent enrollment day on the Fergus Falls campus in the fall.
- Mentors are expected to be familiar with the Concurrent Enrollment Handbook and other mentor and teacher resources found on the concurrent enrollment M State website at [www.minnesota.edu/concurrent](http://www.minnesota.edu/concurrent) and in the Employee Portal > Files and Forms > K-12 Collaborations.