

Mentor Name

Mentor E-mail

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Name of High School

Instructor Name

Year

Term

Course No

Course Name

Credits

Number of  
Students

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Check all that apply:

Repeat course/instructor/mentor

New course

New instructor

New mentor

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**SYLLABUS**

The course syllabus/course outline should be reviewed for the following:

- Course Title
- Course Term
- Instructor Name
- Course Description
- Course Competencies
- Course Requirements and Grading Policies
- Accommodations for Students with Disabilities

*\*Approved course descriptions and competencies should be taken from [www.minnesota.edu/?id=658](http://www.minnesota.edu/?id=658)*

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### Attachment - Syllabus

*\*Required for a new course, or a new teacher*

The course syllabus/course outline meets all requirements

Yes

No

Comments:

## MENTOR MEETINGS

### Repeat Course/Instructor/Mentor

*\*Please continue to the next page if your report is for a new offering and/or instructor.*

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*For a repeat course, or a course that continues as part of a sequence, and/or with the same instructor, 3 meetings are required. At least 1 of these meetings needs to be an in-person classroom observation.*

*Please add your meeting notes in the boxes below, or upload an attachment at the end of this page.*

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**Attachment - Teacher Orientation Checklist**

*\*Optional for experienced teachers.*

The Teacher Orientation Checklist can be found in the [Employee Portal>Files & Forms>K-12 Collaborations](#)

Classroom Observation

Class Observation Notes

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Meeting 2

Meeting Notes

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Meeting 3

Meeting Notes

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## Attachment - Meeting Notes

### MENTOR MEETINGS

#### New Course and/or Instructor

*\*Please continue to the next page if your report is for a repeat offering and/or instructor.*

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*For a first-time course, and/or first-time instructor, 6 meetings (1 pre-class meeting, 2 class observations, 3 instructor-mentor meetings) are required.*

*Please add your meeting notes in the boxes below, or upload an attachment at the end of this page.*

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#### Pre-Class Meeting

##### Meeting 1

#### Attachment - Teacher Orientation Checklist (Required for new teachers)

*The Teacher Orientation Checklist can be found in the [Employee Portal>Files & Forms>K-12 Collaborations](#)*

#### Notes

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#### In-person Class Observations

##### Class Observation 1

Notes

Class Observation 2

Notes

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Other Instructor Meetings (3)

Meeting Notes

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Attachment - Meeting Notes

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I am CONFIDENT this course and teacher meets all of M State requirements

Yes

No

I have QUESTIONS or CONCERNS that require follow-up

Yes

No

*If you have questions or concerns, please explain*