



2017-2018
Mentor Handbook

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A Note to Mentors

First of all, thank you for embarking on a new venture for Nebraska Family and Consumer Sciences. Your service to the development of new Family and Consumer Sciences professionals will allow Nebraska to continue to lead the way across the nation.

Through the efforts of the “Scottsdale in Nebraska reVISION of FACS” in January 2014, the absence of a formalized mentoring program was identified and flagged as an area to address. As work was started on this program, the realization that it was missing from so many other state’s teacher supports was even more startling.

Over the course of a year this program has been under development, review, modification, and now, the finished product is ready to share with everyone. I am proud of the work that has been put forth and look forward to this program being a part of the professional growth of so many future Family and Consumer Sciences teachers.

Work began and continues thanks to generous funding from the Family and Consumer Sciences Teachers of Nebraska (FCSTN). Without their contributions both financially and professionally, this program would have been nearly impossible. I would like to say a special thank you to the following individuals for their dedication and commitment throughout the process:

Kristin Vest, 2015-2016 FCSTN President
Kearney High School, Kearney

Angie Ehlers
Overton High School, Overton

Lisa Groth
Boone Central High School, Albion

Mary Lou Vossler
Exeter-Milligan High School, Exeter

Anne Schmall, 2016-2017 ACTEN President
Bluffs Middle School, Scottsbluff

Camelle Kinney
Lincoln North Star, Lincoln

Kim Scarborough
Neligh-Oakdale High School, Neligh

Suzanne Martin
Medicine Valley Jr/Sr High School, Curtis

Mission of Nebraska FACS Mentor and Protégé Program

The mission of the Nebraska FACS Mentor and Protégé Program is to facilitate the growth of new FACS professionals through structured experiences and networking while empowering experienced FACS professionals in their own career.

This will be accomplished by:

- Networking with professional peers
- Developing strong FACS curriculum
- Promoting FCCLA and/or Educators Rising programs
- Becoming a reflective, active professional

Keys to a Positive Mentoring Experience

In many ways, mentoring is a “get out what you put in” kind of activity. While this may be fine for things like exercise or learning a new skill, when we talk about mentoring, it is not just you who is hoping to get something out of the experience.

The best mentoring experiences lead to an enrichment of both the mentor and protégé. In order to help provide that enrichment, mentors and protégés should consider the following keys.

- Provide support and encouragement without forcing specific strategies
- Be non-judgmental
- Be patient
- Be open to new ideas and technology
- Be dedicated to the process
- Be a positive role model
- Be consistent in communications with protégé
- Communicate struggles and successes openly and honestly

Requirements of a Mentor

The following requirements have been set for those considering taking on the role of Mentor.

Requirements of a mentor:

- Must be a current FCSTN member
- Be knowledgeable and supportive of NDE initiatives and resources
- Be currently employed as a FACS teacher and have 5 years of experience
- Be employed at the same school building for the previous and upcoming school year
- Attend initial Mentor Training (NCE Conference in June)
- Attend Mentor and Protégé Professional Development Meeting (January)
- Communicate with Protégé verbally 6 times and in person 1 time per semester. This contact outside of other FCCLA, ESU, FACS or professional conferences and these meetings are not a substitute for monthly communication with Protégé.
- Encourage Protégé to share resources and ideas with you and others
- Complete end of year and mid-year evaluation
- Complete contact log for each semester
- Attend NCE Conference and Banquet prior to Year 1 and Year 2

Required Meetings and Activities

Month	Meeting/Activity
February	<ul style="list-style-type: none"> ● Complete Mentor application and submit by February 1
June	<ul style="list-style-type: none"> ● Initial meeting ● Sign up for FACS Listserv
August	<ul style="list-style-type: none"> ● Welcome mentor to school for room set-up and beginning of year assistance
October	<ul style="list-style-type: none"> ● Attend FACS Fall Workshop sponsored by NDE. Check http://www.education.ne.gov/HSE/ website for location and date details
November	<ul style="list-style-type: none"> ● Visit mentor's school and observe teaching
January	<ul style="list-style-type: none"> ● Mentor Training Meeting ● Complete Mid-Year Report Form
May	<ul style="list-style-type: none"> ● Final meeting/Evaluation meeting ● Complete Follow-up Form for Protégé ● Submit Program Evaluation Form

Conversation Topic List

Conversation Topic:	Category:	Month:
<p>Initial Meeting:</p> <ul style="list-style-type: none"> ● Expectations of the relationship ● Personal background, experience ● First Date kind of stuff 	Personal	July
<p>Professional involvement and professional organizations</p> <ul style="list-style-type: none"> ● FCSTN ● NAFCS ● ACTEN ● NEA/Local Education Association ● Professional Organizations related to Education ● Professional Dress 	Professional	July-August
<p>How's it Going? "Empty the Cup"</p> <p>Preparation before school starts:</p> <ul style="list-style-type: none"> ● Even if you aren't given keys to your classroom - make the arrangements to get into the school to see your classroom and get answers to some of these questions ● Budget ● Courses teaching ● Class syllabus ● Lesson Plans ● What resources do you have - resource evaluation <ul style="list-style-type: none"> ○ Supplies in cupboards ○ Textbooks ○ Technology - classroom/school access ○ Curriculum Expectations ○ Filing cabinet - files ○ Videos/DVDs ● National/State Standards - Where are they? What % do you have to teach? ● Programs of Study - Course Titles and Codes ● Resources from NDE ● Leap packet ● Classroom Rules & Procedures <ul style="list-style-type: none"> ○ Tardies ○ Unexcused Policy ○ Cell Phone/Electronic Device ○ Restroom or other student interruptions ● Grading and late work Policy 	Classroom	August (before school starts)

<ul style="list-style-type: none"> ● List of questions to ask school mentor/contact person <ul style="list-style-type: none"> ○ Lesson Plans expectations - format, how to/required to submit, link to standards ○ Grading - system, policy, zeros given, late work, no homework ○ Budget ○ Perkins Grant Opportunities ○ Professional Development leave ○ School Policy/expectations for purchase orders (this is questions to ask your school mentor) ○ Technology Policy - 1:1 device/cell phone use in the classroom ○ Contract info <ul style="list-style-type: none"> ■ Sick Leave ■ FlexSpend (125 Plan) ■ Extra Duty - pay/expectations ■ Salary Schedule ○ Outside use of your classroom - yes/no and expectations of usage of room and or equipment, supplies, food, etc. ○ Expectations of Field Trips - forms, budget ○ Timeline of curriculum details in your school <ul style="list-style-type: none"> ■ course offerings ■ ordering ■ budget ● Review the conversation topic list to see if things need to be moved to fit your schools time schedule 		
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● Classroom Management Behavior Plan ● Lab Management ● Resource Review - Do you have what you need to be effective? What are you missing? ● Sign up for Fall Workshop ● Parent-Teacher Conferences ● Relationship with staff. On-site mentor? ● Social Media/texting protocol with students and parents (School or District Policy) 		September
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● Attend Fall Workshop ● Website - does your school require, what to 		October

<ul style="list-style-type: none"> include ● End of 1st quarter responsibilities <ul style="list-style-type: none"> ○ report cards 		
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● Assessments: <ul style="list-style-type: none"> ○ End of Semester Assessments ○ Portfolios ● Course Codes - Programs of Study 		November
<p>How's it Going? "Empty the Cup"</p> <p>End of 1st Semester</p> <ul style="list-style-type: none"> ● Grading ● Department "closing/cleaning", reorganization of classroom, preparing for new classes ● Promoting your program in the community ● Advisory Council - school, Perkins 		December
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● CTE Month Pre-planning ● Start considering upcoming course offerings for the next school year, meet with Guidance Counselor and/or Register ● New class offerings 		January
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● CTE Month 		February
<p>How's it Going? "Empty the Cup"</p> <p>School Specific Stuff:</p> <ul style="list-style-type: none"> ● Budget ● Purchase Orders for new equipment ● Registration for students for upcoming year 		March
<p>How's it Going? "Empty the Cup"</p> <ul style="list-style-type: none"> ● Register for NCE Conference ● Graduate-level courses or opportunity for advancement 		April
<p>How's it Going? "Empty the Cup"</p> <p>End of School Year Wrap-up</p> <ul style="list-style-type: none"> ● Reflection of teaching ● Checklist of mentoring program ● Department cleaning/organizing ● Purchase Order requests for next year 		May
<p>Attend NCE Conference in Kearney (the first full week of June)</p>		June

Reports, Follow-Up, and Evaluation

In order to continually improve the program and thus the future of Family and Consumer Sciences teachers in Nebraska, your participation in mid-year and year-end reporting and evaluating is vital. The following due dates are in place for this information

January 15	Mid-Year Report Form This will help identify key needs that can be addressed immediately as well as determine relational differences that will be unproductive to the Protégé's growth.
May 15	Follow-Up Form This form will be utilized by NDE and FCSTN to provide continued support to the Protégé that will best meet their professional growth needs Program Evaluation Form This evaluation will take place on an online response form. The specific questions can be found in the appendices

Appendices

Mentor Application Form
Contact Log Form
Mentor Report Form
Protégé Report Form
Program Evaluation Questions

Note: These are sample forms. All fillable PDF forms should be accessed on the NDE Family and Consumer Sciences website at http://www.education.ne.gov/HSE/beginning_FACS_teacher_program.html.



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<https://sites.google.com/site/fcsteachersofnebraska/home>

Mentor Application

Complete and submit to Allison Kreifels at allison.kreifels@nebraska.gov by February 1.

Name: _____ Phone Number: _____

Email/summer email if different: _____

Home Address: _____

School building you teach in : _____ Years taught (FACS only): _____

Are you a FCCLA Adviser: _____ If so, for how many years: _____

Are you a member of any professional organizations? _____ If so, what? _____

What courses do you feel competent in sharing resources and struggles?

Course	Years of Experience	Distance Ed?

What related community activities are you involved with? And to what degree?

What do you hope to gain personally/professionally from this experience?

What do you hope to offer new FACS teachers?

What is the framework for a typical class period?

Explain your educational philosophy.

What do you enjoy doing outside of teaching?

I have read and understand the guidelines for the Nebraska FACS Mentor and Protégé Program. If selected, I will contribute my resources and knowledge to professional growth as a Family and Consumer Sciences teacher and assist in the development of a new FACS teacher in Nebraska.

Signature of Mentor

Date

Signature of School Administrator

Title

Date



Mentor/Protege' Contact Log

Fall Semester log due January 15

Spring Semester log due May 15

Both the Mentor and Protégé will complete two logs per year.

Contact Information

Mentor	
Mentor Name	
Home Phone	
Cell Phone	
Able to send/receive text messages	
Home email	
Best time to contact	
School phone	
School email	
Social media contact	
Protégé	
Mentor Name	
Home Phone	
Cell Phone	
Able to send/receive text messages	
Home email	
Best time to contact	
School phone	
School email	
Social media contact	



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**Nebraska FACS Mentor and Protégé Program
Mentor Report Form**

_____ Mid-Year Report (Due January 15)

_____ Year-End Report (Due May 15)

Name _____ Protégé _____

The following activities are ones in which I provided guidance, resources, and/or time to help my Protégé succeed.

The following are areas in which my Protégé excelled.

The following are areas in which my Protégé will continue to need additional guidance.

I _____AM _____AM NOT interested in continued mentorship with this protégé through the Nebraska FACS Mentor and Protégé Program (not eligible after the second completed year).



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Nebraska FACS Mentor and Protégé Program
Protégé Report Form

_____ Mid-Year Report (Due January 15)

_____ Year-End Report (Due May 15)

Name _____ Mentor _____

The following activities are ones in which I received guidance, resources, and/or time from my Mentor.

The following are areas in which my I excelled.

The following are areas in which my I will continue to need additional guidance and growth

I _____AM _____AM NOT interested in continued mentorship with this mentor through the Nebraska FACS Mentor and Protégé Program (not eligible after the second completed year).



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<https://sites.google.com/site/fcsteachersofnebraska/home>

Nebraska FACS Mentor and Protégé Program Program Evaluation Questions

This form is to be completed online by going to

https://docs.google.com/forms/d/1aik5VGG6R1zA92hRsPgGfspaSOXXzE9d4NCubdnn_zM/viewform?usp=send_form

The following are the questions that appear on the form.

- Why did you decide to participate in this program?
- How receptive would you state your mentor/protégé was?
- What are some areas in which you feel this program is strong?
- What are some ways in which you feel this program could improve?
- Are there other things you would like to share?

All responses will be kept confidential unless you request that we follow up directly with you and you choose to share your contact information. This online survey must be completed by May 15.

Your assistance in helping this program improve is appreciated.