MENTOR LIST – PROCEDURES

# OBSERVATION / MENTOR MEETING PROCEDURES

**CLASS OBSERVATIONS – COMPLETED REVIEW TO BE UPLOADED INTO INTRANET**

* **OBSERVER**
  + Check your class schedule to know who you are visiting or reviewing a video recording.
  + Observer will use class visit documents on ROMS intranet.
  + Observer contacts the person being visited to coordinate the best date view/review class.
  + Observer, after writing the report, meets with the person you observed to give feedback.
* **PERSON BEING OBSERVED**
  + Person being observed sends lessons, ppts, etc. to observer at least 48 hours prior to visit/visit observation.
  + Coordinate with observer to a follow up meeting to review class visit/video reviews.
* **POD LEADERS**
  + POD leaders consult with observer or person being observed if there is need for a follow up.

**MENTOR MEETINGS**

**POD LEADERS – MENTOR MEETINGS – COMPLETED REVIEWS TO BE UPLOADED TO INTRANET**

* **POD LEADERS**
  + POD leaders set up date and time with mentees for a formal meeting.
  + POD leaders will fill out the *Mentor Meeting Form*.
  + POD Leaders will upload final report on [Intranet](https://romsnet.web.unc.edu/teaching-faculty-mentor-procedures/).

## MENTEES

* + Coordinate with POD Leader for a time and date to meet.
  + Fill out the *Pre-Mentor Meeting Form* before you meet with your POD Leader.