

### **Bridge/ICAPS Mentoring Program Guidelines - Mentors**

- Mentors should make contact with mentees within two weeks of assignment just to begin the communication process.
- Mentors should offer to share templates, schedules, teacher assignments, curriculum, and any other materials that could help their mentee program lay the foundation for success.
- Mentors should share information on data collection with their mentees – types of data, how they worked through any institutional data collection issues, and how the data collection has evolved.
- Mentors should invite mentee program to visit and tour their program if mentees wish to do so.
- Mentors should share lessons learned, what I wish I had known when I started, and be sure to try this advice.
- Mentors should make contact through phone or email with their mentees at least once a month to check on progress, offer support, and to keep lines of communication open.
- Mentors should seek in-person visit opportunities such as the Forum for Excellence, regional adult education conferences, IACEA, etc.

### **Bridge/ICAPS Mentoring Program Guidelines - Mentees**

- Mentees should make contact with mentors within two weeks of assignment just to begin the communication process.
- Mentees should attempt to visit their mentor program or another chosen experienced program if possible with a team of key individuals from their site to learn and familiarize themselves with the specifics of a successful program.
- Assignment of mentors does not preclude programs from seeking advice from other programs. Feel free to contact any and all experienced programs for advice.
- Mentees should seek in-person visit opportunities such as the Forum for Excellence, regional adult education conferences, IACEA, etc.