

DECISION POINTS CHECKLIST

This checklist is designed to assist in exchanging information and generating ideas in planning the mentoring year. Check the column if it was discussed and make notes regarding interest and/or expected action.

<i>DECISION POINTS</i>	<i>YES</i>	<i>NOTES/ACTIONS</i>
Communication Plans		
• Preferred type: phone, email, fax, other		
• Best time to be reached		
• Frequency of communication		
• Visit is planned (time and location)		
• Reflection practices planned		
Possible Areas of Collaboration		
• Classroom management		
• Time Management		
• Managing work load		
• Classroom instruction/learning activities		
• Technology		
• Accountability		
• Socio-cultural awareness		
• Student motivation		
• Handling solitary work environment		
• Working with parents and colleagues		
• Program area resources		
Additional Areas		
• State reporting		
• Certification requirements		
• Student organization		
• Record keeping		
• Professional organizations		
• Cooperative strategies, if relevant		

Mentoring Partner Contact Information _____