

When Due	Project Milestone, Assignment, Task, or Event
August 10, 17, 18	Orientation Course: 3 days year 1; two days year 2 or 3
August 24	Complete yearly Mentor Professional Development Plan Preliminary Project Plan for Mentor
September 9	Confirmed list of protégés
Ongoing	Log mentoring activities & release time workshop activity. Hours must be recorded on Time Report Database (ongoing) including description how time was spent on each date. Use separate time sheets for building workshop leadership time (submit this to principal with copy to Jill Greiner after approval-different pay rate)
October 3	Initial assessment of protégés; preliminary learning plan for protégés Mentor meeting in HS Library from 4 to 5:30 PM
October 24 (26- years 2 & 3)	Protégés learning plan; Challenges and issues; Mentor Project status Mentor meeting in Neff Library from 4 to 5:30 PM
December 5	Mid-Year reflection sheet - progress of mentor and protégés, and mentor and protégé project status Mentor meeting in HS Library from 4 to 5:30 PM
January 30	Mid-Year Progress Report, Mentor and Protégés Project Lesson and/or Unit plans Mentor meeting in HS Library from 4 to 5:30 PM
March 6	Submission of Protégés Draft Project Lesson/Unit Plan - exemplar, problem-based curricular projects incorporating an essential question, teaching to curriculum standards, authentic learning, and technology in a constructivist approach through the collaborative efforts of Mentor and Protégé(s) Mentor meeting in Neff Library from 4 to 5:30 PM
May 1	Submission of Protégés Completed Project Lesson/Unit Plan End-of-Year Progress Report (include your mentoring reflection, progress of protégés, and project status) All Completed Project Plans and Lesson Plans Mentor meeting in HS Library from 4 to 5:30 PM
May 31	Lead staff development workshops each year by this date (year 2&3)
June 1	Final Project presented to Faculty at Building. Complete survey and database.
August	Mentor Training