Mentor Notes for Completing Assignments – 2013-14
Induction Program – Year 2

All assignment forms & examples are provided for Protégé’s on Jump Drive and available on the Ag Ed website - http://dass.missouri.edu/aged/resources/induction.php

1. Teaching Calendars for each Class in Yr. 2 (ALL CLASSES) – Due Sept. 1, 2013 10 points
   - Teaching Calendars for Each Class in Year 2 – must use the format provided on USB Drive. Must reflect a full school year of instruction that includes all three circles of Agriculture Education. Example of when Protégé needs help – submits teaching calendar with no day’s set-aside for record book instruction and/or shows teaching 36 weeks with no days missed (holidays, etc.).
   - Mentor should help protégé understand the teaching calendar is a plan that is not in stone, but can be changed and should be changed as needed from semester to semester, from year to year.
   - Mentor should review all of the teaching calendars, give feedback to the protégé and complete the mentoring comment form prior to being submitted.

2. Individual Mentoring Plan – Due October 1 5 points
   - Completed by mentor and protégé. Please submit showing what was accomplished the 1st year.
   - These are goals and strategies that should be achieved by the protégé.
   - Mentor evaluation form is not required.

   **Sample Goals/Activities:**
   - Develop a summer calendar
   - Attend Session II Mentoring Meeting
   - Attend January MVATA Meeting
   - Attend State Degree Screening and Selection
   - Communicate Regularly
   - Preparation for Contest Teams
   - Observations
   - Discuss Curriculum
   - Applications and State Reports
   - Equipment Maintenance
   - Make personal and Family Time
   - Create Teaching Aids
   - Creating SAEs
   - Filling out record books
   - Maintain & Repair shop equipment
   - Filling out an enhancement grant
   - Observe the mentor in class

   **Sample Goals/Activities:**
   - Shop Improvement Plan
   - Develop a plan to update curriculum
   - Create a set of by-laws for advisory committee
   - Create an “advertisement” for program to increase enrollment
   - Completing Applications
   - County Fair Wrap-up/planning
   - Finalize plans for National Convention
   - Attend Area Meetings
   - Develop an annual program evaluation
   - Develop an annual program executive summary
   - Establish an advisory committee
   - Improve the effectiveness of the shop
   - Have all students’ grades 10-12 complete state degree and proficiency application
   - Develop an Advisory Council
   - Mentor observe the protégé in class

3. Professional Development Plan for 2013-14 – Due October 1 5 points
   - Each protégé should up-date the 2013-14 Professional Development Plan,
   - conduct a self-assessment,
   - select (together with the administrator/supervisor) suitable goals for focus in 2013-14, and then
   - develop and implement a Professional Development Plan.
   - Form is completed by protégé and principal. Must use the form on the Ag Ed website - http://dass.missouri.edu/aged/resources/induction.php
4. **Novel / Innovative Teaching Aide with write-up**  
   Due to the Professional Development Specialist by email – Session II  
   Must be presented to peers at the Session II meeting.  
   **5 points**

5. **Mentor – Protégé Visitation Report** – NOT REQUIRED, but recommended. No substitute teacher reimbursement or travel is available. Cost incurred will be at the teacher’s expense.

6. **Two Experiences from Suggested List** – Due January 18, 2014  
   Mentor should review and make recommendations on each experience before submitted.  
   **20 points**
   - Create, or revise, a plan for establishing an advisory council  
   - Promotional (marketing) plan for your program  
   - Student handbook for the agriculture program  
   - Annual program executive summary to share with stakeholders  
   - Develop a student recruitment/retention plan for your program  
   - Create a summer calendar for 2014  
   - Write an enhancement grant for the agriculture program  
   - Develop or update a written articulation agreement or dual credit  
   - Develop a system for tracking mastery of competencies  
   - Develop curriculum for student portfolios with appropriate assessments  
   - Develop or modify three instructional units to incorporate critical thinking/problem solving into the lessons  
   - Other as agreed upon with instructor/mentor.

7. **Two Principal Teaching Observations (1 prior to Jan. 1 & 1 after Jan. 1)** – Due March 1  
   **10 points**
   Please encourage the Protégé to turn these in immediately after being completed by the Principal. You reviewing with the Protégé and discussing things the Principal observed both good and constructive would be helpful especially right after the first observation.

8. **Completion of NQPS – National Quality Program Standards** – Due March 1  
   **10 points**
   Mentors need to encourage Protégé’s to start on this early – like January. The process done correctly involves coordinating people in the community to be involved along with Principal, Advisory Council chair, etc. This cannot be done in one day!!!

Second year teachers should not have perfect scores! This tool should be used to help the Protégé determine what they want to work on to improve the program and provide a road-map to accomplish the goals.

SUBMITT THE FOLLOWING:
   a. **Cover Page**
      - NQPS Summary for ”Name of School” & Instructor  
      - List of assessment team names and positions - Ex. John Jones- Principal, Mary Smith - Parent, Advisory Council members involved, etc.
   b. Using a similar format to Page 2 of the NQPS Document showing what you presented to the assessment team:
      - "INTRODUCTION" - Included a brief description of the agricultural education program, number of students served, enrollment, number of teachers and any unique information about the program.  
      - "STRENGTHS" Summarize below the major strengths of the agricultural education program. Include outstanding accomplishments of students, teachers and the FFA Chapter.
   c. Submit Page 60 of the NQPS Document – **Summary**  
      - Complete showing your chapter/schools score.
• Indicate the "rating box".
  d. Using a similar format to Page 62 of the NQPS Document
  • Specific Recommendations for Improvement
  • General Suggestions for Improvement

DO NOT SUBMIT THE ENTIRE DOCUMENT!
Mentors should review!!

9. Volunteer to conduct at least one section (ex. Livestock, soils, forestry) of a TSA or Practice CDE.
   (Validated by Event Chair or Mentor) - Due 4/1/13  10 points

The success of the Protégé’s participation in the Induction Program is a direct result of everyone’s
(Professional Development Specialist, District Supervisor’s, fellow Ag Teachers, and especially Mentor’s) involvement
in making sure the 2nd year teacher has a successful second year that will lead to many more. As
experienced teachers in the profession, we must constantly assist the young teachers to ensure they will
be teachers of the future.

Thank you for your help and dedication to ensure Missouri Agricultural Education continues to provide the
Agriculture students of Missouri a quality education.

Ron Scheiderer
Professional Development Specialist