

Mentoring New Instructors
Progress Worksheet
Western Region
9/1/2008 Version

Mentors nurture learning, measure progress, encourage experimentation, and reflect on performance. They are guides and coaches that you trust and will help you develop your skills. They have a positive attitude, are supportive and nonjudgmental, and honor their commitments. Mentors will be experienced instructors with a firm knowledge and skill base and will have good communication skills. Mentors must act as peers, not superiors. They are not critical or unrealistic. A mentor and mentee have mutual respect for one another in their opinions, ideas, and learning styles.

Mentees will have completed the "Instructor Development" course.

Date _____

Instructor of Record _____

Suggested steps are listed below. Indicate the date in which each task is accomplished. This process may take several months or several years to complete, depending upon the individuals involved and their plan.

_____ Decide the NSP discipline in which you want to be an instructor. _____

_____ Request an Instructor Mentor assignment from your Patrol Representative or Mentor coordinator.

Mentor _____ NSP ID# _____

_____ Contact and confirm your mentor. Discuss a plan, along with dates for completing the steps.

_____ Meet with you Instructor Mentor. The Instructor Mentor will discuss content, propose a schedule, and explain the mentoring process including evaluation. The "Guide to Mentoring New Instructors" will be a useful tool for completing this process. This is may be downloaded from the www.nsp.org web site.

_____ During the mentoring phase, the following activities may be included:

- Become aware of the administrative and procedural aspects of instruction in the NSP system. These are set forth in the "Guide to Mentoring New Instructors" in the section "What Are The Steps" beginning on page 22 and in the "Guidelines" beginning on page 33.
- Observe an experienced instructor conduct a discipline-specific lesson (OEC, Transportation, MTR, Avalanche, Instructor Development).
- Prepare a lesson with input from your mentor. (This may require that you meet several times).
- Practice your lesson with your instructor/mentor. If needed, make changes and practice the lesson a second time.
- Present your lesson. Take part in a post-observation conference with your mentor.
- Repeat these steps as needed until you are ready for the final observation. You should teach a minimum of two lessons.

_____ Decision Point: Are you ready for your final observation? Do you need more time?

Contact your discipline-specific Instructor Trainer to arrange for the final observation.

_____ Final observation: Upon the Instructor Trainer's approval receive your Instructor certification.

_____ Submit this worksheet, signed and dated by your mentor, to the Instructor Trainer.

The Instructor Trainer will file the course/mentoring completion paperwork and change of instructor status with the National office.

_____ A Change of Instructor Status (Course Completion Form) submitted to

National Office on _____ (date) by _____ (IT)

Your Name _____ Your NSP number _____

Your address _____

Your E-mail (optional) _____ Phone (optional) _____