**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 REQUIREMENT SHEET FOR COUNSELORS**

**October 1, 2019 – April 3, 2020**

**FOCUS**

An opportunity for growth and peer support that is shaped by the counselor’s individual professional needs

**MATERIALS REQUIRED**

**BOOK**

In the Trenches, In Search for the Counselor Within

Robin Adair Di Peppe

**A BINDER TO SERVE AS YOUR PORTFOLIO**

**PROGRAM REQUIREMENTS**

Basic Expectations

* Completion of all “assignments/activities” for each session
* Punctuality and attendance at all sessions
* Participation in all discussions and learning activities
* Adherence to written and spoken conventions of English appropriate to an educator
* Timely submission of a professional portfolio reflecting organization and high-quality preparation/presentation with all necessary components included

**EXPECTATIONS FOR REQUIRED MEETINGS**

**One General Session**

* One general session for counselors in Year 3 Mentoring; date and location to be determined via e-mail

**Six Meetings for Learning Team Discussions (October through March)**

* A Learning Team is comprised of 2 - 8 Mentees (from 2 or more schools) and 1 Mentor.
* Discussions should take place in person; teleconferencing is an “emergency option.” (Learning Team sessions cannot be done via e-mail or online.) Each Learning Team meeting should be approximately 1.5 hours in length.
* Discussions should focus on:
* The assigned readings from the book and specific questions from the readings in the book
* Professional articles shared by the Learning Team members
* Best practices in each school in the realm of counseling
* Topics/questions for discussions with experienced counselors
* Seeking help/advice from colleagues
* A Mentor is in attendance to answer questions and to help facilitate meetings if things are not progressing smoothly; Mentors are NOT to lead the discussion.

 **Please note:**

If an emergency or extenuating circumstance requires you to cancel one Learning Team meeting, this

meeting needs to be re-scheduled.

**Two One-on-One Meetings with Mentoring Program Coordinator**

You need to schedule, well in advance, a mid-point review and an end-of-year review.The mid-point review must be held between January 6 and February 7, 2020. An end-of-year wrap-up must be held by May 15, 2020.

**Two meetings or conversations with an experienced counselor(s) who is/are not a part of your Learning Team**

The topics/questions for these meetings are generated by the Learning Team**.** The meetings are designed for counselors to get valuable feedback that will help them throughout the year.

**SPECIFICALLY, YEAR 3 MENTEES ARE RESPONSIBLE FOR**

* Reading, analyzing and discussing the following chapters in the Di Peppe book.

 The meetings will focus on:

1. Chapters 1 through 5
2. Chapters 6 through 10
3. Chapters 11 through 15
4. Chapters 16 through 20
5. Chapters 21 through 25
6. Chapters 26 through 30
* Sharing best practices and offering advice, help, and support to Learning Team members.
* Sending in advance of the meeting or bringing to each meeting one professional article to share/discuss with Learning Team members; if it is a longer article, highlighting of important concepts is helpful
* Planning/leading/facilitating the discussion at Learning Team meetings. (This involves preparing an outline/presentation/overview of the chapter, communicating with the Learning Team members about what they need to bring to the discussion on the chapter, having each team member sign in, and actually facilitating the discussion. Typically the facilitator makes a copy of the sign-in sheet for each member of the Learning Team.)
* Keeping an accurate log of hours invested in the mentoring process.
* Completing the work required for each Learning Team meeting and the required paperwork on each chapter. (Complete one Chapter Response Form for each meeting – not one for each chapter.)
* Keeping copies of professional articles shared/discussed at meetings.
* Having conversations with experienced counselors on pre-determined topics/questions and keeping notes which summarize these conversations.
* Responding to a series of reflection questions.
* Completing required end-of-year documents.
* Submitting a complete, professional portfolio.

**THE PORTFOLIO**

The portfolio should be submitted in a binder which is set up in the following way:

* The Year 3 Requirements should be placed in the front of your portfolio.
* Following the requirement sheet, there should be the following tabs:
* 1-6 One tab for each Learning Team meeting with all related materials
* 7 Professional Readings and Conversations – copies of all professional articles and notes from

 conversations with an experienced counselor(s)

* 8 Reflections and end-of-the year documentation

The portfolio can certainly contain more than what is noted on the **checklist** below, but, at the bare minimum, it must include the following. Forms you are receiving are listed in bold. These forms can be accessed on the Catholic Schools Office Intranet under Mentoring.

* The **“Year 3 Requirement Sheet”**
* In each of the six Learning Team tabs the following should be included:
* A completed **“Chapter Response Form”**
* The e-mail from each facilitator with specific information about the meeting
* **“Learning Team Meeting Sign-in Sheets.”** Documentation of dates/times of your mentoring work as a Learning Team. (Again, it is suggested that the facilitator send/give a copy of the completed form to each Mentee on the Learning Team for his/her portfolio.)
* Any handouts distributed by the facilitator
* Any activity sheets or assignments you were asked to bring to the meeting or that you complete at the meeting
* The “**Meeting Summary”** sheet which will provide responses you heard from the group to the question(s) you posed when you completed the Chapter Response Form  and summarize the meeting discussion
* **“Facilitating a Learning Team Meeting”** form that documents what you did as facilitator for the chapters for which you were responsible
* In the Professional Readings and Conversations section, the following should be included:
	+ A minimum of ten professional articles that are worthy of keeping for reference with brief notes on the value of each article
	+ Notes from your conversations with an experienced counselor(s)
* In the Reflection and End-of-Year section, the following should be included:
* Narrative responses to the **“Reflection on Learning”** questions; there is no “required length” but your answers need to be thorough
* **“Tally of Hours”**
* **“Mid-point Review Checklist”** and **“End-of-Year Checklist”**
* Signed “**Verification of Services”** form which is an assurance that you have completed all of the requirements for Year 3 of Mentoring

**PORTFOLIO REVIEW**

A preliminary portfolio review (mid-year review) will be done between January 6 and February 7. It is your responsibility to schedule this date – it’s a good idea to schedule this in early December. By your mid-year review, you should have completed the work for three Learning Team meetings and one conversation with an experienced counselor.

**On April 3 your portfolio is due**; it is your responsibility to get it to the Mentoring Program Coordinator by that date.

The Mentoring Program Coordinator will review the portfolios in the order in which you schedule your end-of-year review. The review may be scheduled any time between April 20 and May 15. PLEASE review **“the end-of-year checklist”** and ensure that you are submitting a complete product. Your end-of-year meeting may be quite short or very lengthy depending on the quality of your work. Final verification of Year 3 completion must be done by June 30. (This time frame allows ample time for a portfolio to be returned and re-submitted if, for any reason, the portfolio was not approved.)

The portfolio is yours and you should keep it until such time that you have been issued your continuing license!



Carol Ripken

Associate Superintendent and Mentoring Program Coordinator

302-573-3133

443-540-4299 (cell)

cripken@cdow.org