**SUMMARY OF YEAR 3 RESPONSIBILITIES OF MENTEES**

1. **IN SEPTEMBER**
* Attend one session for an overview on Year 3 mentoring.
* Understand requirements for Year 3 Mentoring.

 *YEAR 3 REQUIREMENT SHEET*

* Determine PLC meeting dates and submit schedule by September 29, 2023.

*COUNSELORS PLC SCHEDULE*

1. **BEFORE, DURING, IMMEDIATELY AFTER EACH OF THE 6 PLC MEETINGS**
* Read/analyze the assigned chapters in required book (see page 2 of the Requirement Sheet) and prior to each meeting complete the *CHAPTER RESPONSE FORM* and find/send a valuable professional article to share with PLC members.
* Prepare for and participate in 6 PLC discussions with other Mentees. The discussions are based on the book and professional articles as well as best practices/concerns as a counselor.
* Each mentee leads one of the PLC discussions and shares leading a second PLC discussion; when leading, complete *FACILITATING A PLC MEETING.*
* Sign-in at each meeting: *PLC MEETING SIGN IN SHEET*
* Maintain copies of all handouts and professional articles used at PLC sessions.
* Complete the *MEETING SUMMARY* (follow the directions)
* Update the *TALLY OF THE HOURS* at the end of/after each meeting.
* Place completed paperwork in portfolio at the end of/after each meeting (see pages 2 and 3 of the Requirement Sheet – The Portfolio).

1. **NOVEMBER THROUGH MARCH**
* Engage in at least two conversations with experienced counselor(s) with questions from your PLC or other questions you have.
* Continue to do professional reading and sharing valuable articles (you are not limited to one per meeting).
* Have a mid-year review with Mentoring Program Coordinator (Jan. or early Feb.) and use the *MID-POINT REVIEW CHECKLIST* as a guide; mentor must sign-off on the checklist after writing comments about your portfolio.

1. **MID TO LATE MARCH/VERY EARLY APRIL**
* Write a reflection answering each of the 7 questions thoroughly - *REFLECTION ON LEARNING*
* Compile a well-organized portfolio that contains all necessary materials.
* Use the *END-OF-YEAR CHECKLIST* to ensure portfolio is complete.
* Initial/Sign VERIFICATION OF SERVICES FORM
* Have Mentor do a thorough review of portfolio and sign-off on forms.
* Submit portfolio by April 19, 2024
* Schedule and attend an end-of-year, one-on-one meeting with Mentoring Program Coordinator.