



DIOCESE OF WILMINGTON
PROFESSIONAL MENTORING PROGRAM
YEAR 3 REQUIREMENT SHEET FOR COUNSELORS
September 2023 – April 19, 2024

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.
- ✓ 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 will be held in September.

Six Meetings for Professional Learning Community (PLC) Discussions (October through March)

- ✓ A PLC is comprised of 2-10 Mentees (from 2 or more schools.)
- ✓ A minimum of three meetings must take place in-person; the other three meetings may be in-person or virtual. Each PLC 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 PLC 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 a PLC meeting, the meeting needs to be re-scheduled.

One portfolio check meeting before mid-January and a one-to-one end-of-year meeting with Mentoring Program Coordinator

- ✓ The Mentoring Program Coordinator will review each Mentee's portfolio and offer feedback prior to mid-January; the time of the review will be decided in October.

- ✓ Portfolios must be submitted by April 19, 2024 and an end-of-year wrap-up meeting must be held by June 7, 2024

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

The topics/questions for these meetings are generated by the PLC. 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 PLC members.
- ✓ Sending (at least four calendar days in advance of the meeting) one professional article to share/discuss with PLC members; if it is a longer article, highlighting of important concepts is helpful.
- ✓ Planning/leading/facilitating the discussion at PLC meetings. (This involves preparing an outline/presentation/overview of the chapter, communicating with the PLC members about what they need to bring to the discussion on the chapter, having each PLC member sign in, and facilitating the discussion. Typically, the facilitator makes a copy of the sign-in sheet for each member of the PLC.
- ✓ Keeping an accurate log of hours invested in the mentoring process.
- ✓ Completing the work required for each PLC 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. Highlight on the article and/or attach to the article at least one significant “take-away” from the article.
- ✓ 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 PLC 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 – www.cdowschools.org password Blessed2023. Go to Professional Resources - Professional Mentoring Program – Year 3 Requirements and Forms for Counselors.

- ✓ The **“Year 3 Requirement Sheet for Counselors”**
- ✓ In each of the six PLC tabs the following should be included:
 - A completed **“Chapter Response Form.”**

- The e-mail from each facilitator with specific information about the meeting.
- **“PLC Meeting Sign-in Sheet.”** Documentation of dates/times of your mentoring work as a PLC. (Again, it is suggested that the facilitator send/give a copy of the completed form to each Mentee on the PLC 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 include responses you heard from the group to the question(s) you posed when you completed the Chapter Response Form and a summary of the meeting discussion.
- **“Facilitating a PLC 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 twelve professional articles that are worthy of keeping for reference with highlights and/or brief notes on the value of each article – your “take-away.”
 - 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

On April 19, 2024 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 soon after submission. PLEASE review the **“End-of-Year Checklist”** and ensure that you are submitting a complete product. Your end-of-year “wrap-up meeting” may be scheduled any time between May 13 and June 7. This 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

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