**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 4 REQUIREMENT SHEET**

**July 1, 2025 – March 31, 2026**

**Facilitator:** Carol Ripken

 302-573-3133 (office)

 443-540-4299 (cell)

 cripken@cdow.org

**AN OVERVIEW OF THE FINAL YEAR OF MENTORING**

This year’s focus is on short-term and long-term professional growth.

Each Mentee will:

* Identify one area of growth that will enhance teaching and learning in the classroom.
* Write a professional development plan for maximizing growth in that area. The plan must include:
1. Two goals within this area of growth; one which specifies how you will deepen your knowledge in this growth area and the other on how you will implement what has been learned.
2. Specific actions/initiatives for each goal.
3. A projected timeline in which to implement the actions/initiatives.
* Maintain documentation of each action/initiative implemented to meet the two goals.
* Complete the appropriate section of the End-of-Year Overview as you complete the work.
* Keep a personal log of hours that will be summarized on your End-of-Year Overview.
* Write a reflection that includes what you learned, how you grew professionally because of the steps in your Professional Growth Plan, and any additions/changes you would make if repeating this professional endeavor.
* Outline three to five goals of your future Professional Development Plan which you will begin July 1, 2026.
* Compile, in binder format, a well-organized and thorough portfolio with the documentation outlined below.

**GENERAL INFORMATION THAT ANSWERS FREQUENTLY ASKED QUESTIONS**

* There are three meetings with Mentees and two with Mentors this year.
1. One meeting with the Mentoring Program Facilitator at the start of the year for Mentees and Mentors with the purpose of explaining the requirements.
2. One meeting with the Mentoring Program Facilitator typically, in December or January, for Mentees and Mentors to ensure Goal 1 has been completed and is well documented. This meeting will take place at the Mentee’s school.
3. One meeting after the Mentee has submitted his/her portfolio to the Mentoring Program Facilitator. This meeting, typically in April, will take place at the school. Mentor attendance is optional.
* It is suggested that the Mentor schedule a minimum of one meeting per month with the Mentee. The Mentor must:
1. Approve the Mentee’s 2025-2026 *“Professional Growth Plan”.*
2. Periodically review and ultimately verify the work done on the current year plan.
3. Periodically review the Mentee’s personal log of hours to ensure it is being maintained and up to date.
4. Review and critique the Mentee’s reflection.
5. Review and critique Mentee’s future goals.
6. Approve the Mentee’s “*End-of-Year Overview*”.
7. Ultimately review and approve the Mentee’s portfolio and sign off on end-of-year paperwork.
* The 20-hour minimal requirement may include writing and reflection time, reading and research, attending workshops/seminars, planning/preparing for graduate level coursework and/or classes being taught, observing and/or meeting with other teachers/professionals, writing/analyzing surveys, writing the reflection, etc. **It may NOT include actual teaching time**.

**SPECIFIC INFORMATION**

The following is the timeline for your work. You are encouraged to complete steps earlier than noted below, but you should never complete steps later than what is noted. Any document listed below which is italicized and in quotes can be found on the Catholic Schools Office intranet:

[www.cdowschools.org](http://www.cdowschools.org) Professional Resources PW: Called2025 Mentoring Professional Mentoring Program Year 4 Forms

**October 2025**

* Step 1: Meeting between Mentor and Mentee to:
1. Review the “*Year 4 Requirement Sheet”.*
2. Establish meeting dates for the next several months.
3. Discuss the Mentee’s initial thoughts about his/her target growth area

***“Year 4 Requirement Sheet” should be placed immediately before Tab 1 of your portfolio and should be a reference throughout the year.***

* Step 2:Mentee selection of target growth area with a valid rationale for selecting this growth area
* Step 3: Completion of *“Professional Growth Plan”*
1. Determination of the DE Professional Standard (educators) or ASCA Standard (counselors) with which your growth area is aligned.
2. Formulation of two goals to achieve within this growth area – the first goal must focus on how you will deepen your knowledge in the chosen focus area (research, reading, course work, professional discussions, workshops, etc.) and the second goal must focus on the implementation of what you have learned.
3. Identification of the specific actions/initiatives and approximate timeline which would best allow you to meet/exceed your goals.

 See *“Sample Professional Growth Plan”* for a template.

* Step 4: Mentor approval of *“Professional Growth Plan”*
1. Discussion with Mentor about *“Professional Growth Plan”* for 2025-2026.
2. If approved, signature of your Mentor on this document. (If not approved, make necessary adjustments and repeat Step 4.)

**Your “*Professional Growth Plan” should be the first document in TAB 1 of your portfolio.***

* Step 5: Submission, via email, of the signed *“Professional Growth Plan”* to the Mentoring Program

Facilitator by no later than **October 31, 2025.**

 Written approval from the Facilitator is required before you proceed; approval will be received

via email unless a meeting is requested.

**November 2025 through March 2026**

**Goal 1 is to be completed between December 5 and January 5. Work should be done on Goal 2 from the time you complete Goal 1 through no later than March 9.**

* Step 6: Execution of each of the actions/initiatives of Goal 1 of your Professional Growth Plan and keeping/organizing all related documentation.

* Step 7: Scheduling meetings (typically in December or January) as soon as you have your portfolio complete with all Goal 1 documentation:
1. Schedule a meeting with your Mentor who will review Goal 1 documentation and the completed portion of the *End-of-Year Overview.* The Mentor should offer both commendations and recommendations to you and sign off on the “*Mid-year Review Checklist.”*
2. Schedule a meeting with the Facilitator and your Mentor to do a final review of Goal 1 documentation and discuss your implementation of Goal 2. This meeting must be scheduled by January 5, 2025, and must take place by January 22, 2026. (If there are two or three Year 4 Mentees at one school, it is preferred that the meetings take place on the same day.)

**All documentation/evidence/artifacts for Goal 1 should be well-organized and** **in TAB 2 of the portfolio.**

**A copy of the signed *“Mid-year Review Checklist”* should be placed in TAB 4 of the portfolio**.

* Step 8: Implementation of Goal 2 of your Professional Growth Plan
1. Ensure that everything that you wrote under actions/initiatives is well documented.
2. Implementation should be completed by **March 9, 2026**.

**All documentation/evidence/artifacts should be well-organized and** **placed** **in TAB 3 of the portfolio.**

* Step 9: Meeting with Mentor by no later than **March 13, 2026**, to:
1. Review all Goal 2 documentation.
2. Discuss your preliminary thoughts for your final written reflection on the current plan.
3. Outline your ideas for future professional development goals through which you can earn clock hours.
* Step 10: Completion of End-of-Year documents
1. Write the final reflection (see page 1 of this document) of the current year’s professional growth plan. There is no required length; typically, one typed page is sufficient.

 **This document should be placed in*****TAB 1 of the portfolio*****and inserted on *“End-of-Year Overview.”***

1. Complete the “*End-of-Year Overview*”
2. Complete the “*Verification of Services Form for Mentees”*
3. Use the “*End-of-Year Portfolio Checklist” as a final check for portfolio completion.*

 **These three documents should be placed in *TAB 4 of the portfolio****.*

* Step 11: Meeting with Mentor
1. Have your Mentor review your portfolio
2. If your Mentor believes all is complete, he/she should sign off on both the “*End-of-Year Portfolio Checklist”* and “*Verification of Services Form for Mentees”*. (If not approved, make necessary adjustments and repeat Step 11.)
* Step 12: Place certificates for other professional development experiences (no religious experiences) in

 **Tab 5 of the portfolio.** Ensure that the certificates are consistent with what is written on the

“*End-of-Year Overview”.*

* Step 13: Submission of Portfolio/Wrap-up Meeting
1. Submit your portfolio to the Facilitator by **March 31, 2026**
2. Schedule a time prior to **May 1, 2026,** to meet with the Facilitator. Please know that it is your responsibility to get your portfolio to the Facilitator and to schedule the meeting date/time.

**PLEASE NOTE**

* Legally, last names of students may never be used in your portfolio.
* Materials in a professional portfolio are to be typed.