**GRADUATE CERTIFICATE OF EDUCATION (EARLY CHILDHOOD STUDIES)**

**ECE6240 - PROFESSIONAL EXPERIENCE**

**MENTOR CHECKLIST**

Mentors play a crucial role in guiding and supporting our students. Effective mentors:

* Model best practice in teaching and learning
* Guide students in establishing and maintaining professional relationships
* Create opportunities for students to achieve professional growth through meaningful reflection
* Provide constructive feedback in a supportive environment
* Monitor the student’s progress against the criteria for assessment for the Professional Experience.

Our goal is to encourage students to become confident and collaborative educators equipped with the skills and knowledge required to succeed.

University Supervisors work with mentors and students, as well as other centre staff, to enhance the learning, teaching and professional development of our future teachers.

This checklist is a critical step in the collation of evidence and information which will impact on the outcome of the Professional Experience. It addresses some of the elements of the Professional Experience which may not be evident when the University Supervisor makes scheduled visits. The criteria are drawn from the Final Evaluation Form and focus on the student’s professionalism and consistency in performance.

**Please complete this checklist at the end of day 4, ready for the first University Supervisor visit on day 5.** This document provides the opportunity for mentors to reflect on the progress of the student and should be used to provide relevant feedback and further comments in all areas, during collaborative discussions.

We appreciate the expertise you bring to your role and your efforts in supporting our Professional Experience program.

**IN BRIEF**

* Addresses professionalism and consistency
* Complete by the end of day 4, ready for first supervisor visit (day 5)
* Further feedback - please attach additional pages if required

Student Name:       Early Learning Centre:

Please indicate/comment on the student’s conduct in the following areas.

|  |
| --- |
| **MENTOR CHECKLIST** |
|  | Not Demonstrated | Demonstrated | Comment |
| Has respect for the ethos of the service | [ ]  | [ ]  |       |
| Engages in positive relationships with staff and children | [ ]  | [ ]  |  |
| Submits documentation in required timeframe | [ ]  | [ ]  |       |
| Maintains acceptable standard of dress and grooming | [ ]  | [ ]  |       |
| Is punctual and reliable | [ ]  | [ ]  |       |
| Meets the needs of children in context | [ ]  | [ ]  |       |
| Establishes professional relationships with staff and works as a team member | [ ]  | [ ]  |       |
| Incorporates strategies to involve parents, families or carers | [ ]  | [ ]  |       |
| Accepts advice in a professional and courteous manner | [ ]  | [ ]  |       |

Do you have concerns about any aspect of your student’s progress?

Mentor Teacher:       Date: