



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Centre for Teaching, Learning and Technology

## Graduate Certificate Program (GCP) Mentorship

The Graduate Certificate Program in Higher Education (GCP) is a 1.5 year certificate program for graduate students with a deep and sustained interest in teaching and learning. Among the coordinated elements in the certificate program is a mentoring component, to help connect emerging teaching and learning specialists to experienced practitioners for an exchange of ideas and perspectives. It is our hope that the experience will be beneficial to everyone involved.

In order to facilitate an easy and straightforward mentor-mentee relationship, it is helpful to set out clear expectations for the relationship from the beginning. To that end we have set out minimum requirements for the mentoring relationship to fulfill the needs of the Graduate Certificate Program. This is meant to be a starting point for discussion of the mentoring relationship - the details of which should be discussed and agreed upon by the mentor and mentee. The requirements for the GCP are as follows:

Mentors will allow their mentees to observe at least 1 class (taught by the mentor) per term. This observation will be used by the mentee as the basis for their reflections on teaching practice that will be incorporated (by the mentee) into their online and face-to-face cohort meetings. This observation should be followed by a meeting between the mentor and mentee, 1 hour long, to discuss what was observed, allow for questions, and as an opportunity for feedback on teaching from the mentee, if desired. This entails a total time commitment of 3 hours over the 1.5 year program (this obviously does not include the observation time).

Mentors will also engage in at least two "sites of learning" observations of the mentee's teaching over the course of the 1.5 year (3 term). This will be structured through a pre-observation meeting to discuss what feedback the mentee would like, and the observation itself will be followed by a post observation meeting to discuss the feedback and other thoughts on teaching. Guidelines for both the pre and post observation meetings can be found on the Peer Review of Teaching website. This entails a total time commitment of 5 hours over the 1.5 year term.

Additional time commitment is encouraged but not required. This could include additional classroom observations and meetings, mutual sharing of lesson plans and feedback, mutual sharing and discussion of statements of teaching philosophy, and providing feedback on GCP materials, especially the teaching portfolio developed over the course of the certificate program.

The total minimum time commitment for mentors: 8 hours over 1.5 years.