Council for Exceptional Children | CEC Pioneers Division

The voice and vision of special education

CEC/CEC-PD MENTORING PROGRAM
GUIDELINES FOR STUDENT MENTEES

Agreement for Participation

The student will:

- read these guidelines **prior** to completing the mentee application process
- agree to follow the guidelines as presented during the duration of the mentoring process

Communication

- **Respond to the initial contact** by the mentor within a week after receiving this contact. This initial contact by the mentor should be made within ten (10) days from the date of assignment of the mentor to the student
- Contact the faculty advisor if the initial contact by the mentor was not received by the time limit
- Discuss with the mentor the contact mode (generally e-mail), schedule for contacts, etc., that you would like us to use during the mentoring process
- Respond to the communications received from the mentor in a timely manner, within a week, following receipt of the initial contact even if it is just to say "thank you" for the information shared by the mentor
- **Request assistance from the mentor at any time during the mentoring process.** The assistance requested may pertain to current special education trends and issues; procedures for the identification of and the determination of needs and services of exceptional children and youth; reference sources for additional information on issues and topics under study; job search questions; resumé preparation suggestions; information relative to the products, services, and benefits offered by CEC relative to both student and professional memberships; suggestions for evidence based practice to use with particular students, etc.
- Notify the faculty advisor and the mentor **any time there is a change in your e-mail address** or phone number
- **Contact the faculty advisor** if ongoing contact by the mentor is not maintained or if a request that you have made has gone unanswered for more than **one week**

Other

- Avoid involving the mentor in any direct conflict situation involving faculty members, supervising teachers, etc. General questions regarding conflict resolution, however, are encouraged
- Notify the faculty advisor and mentor if you **no longer desire to be part** of the Mentoring Program
- Participate in the **annual evaluation** of the Mentoring Program
- **Follow these guidelines**

3/14/13