

PREPARING FUTURE FACULTY TEACHING ACADEMY

Mentoring Memorandum of Understanding

Purpose: (1) To specify a set of activities that the mentor and mentee will engage in during the academic year; (2) to establish a record of scheduled activities; and (3) to clarify expectations and responsibilities of both the mentor and the mentee.

Procedure: (1) The PFF Teaching Academy mentor and mentee should decide upon a mutually agreeable schedule of meeting times and activities; (2) after the agreement is filled out and signed, the original should be electronically submitted to the program manager; (3) the mentor and mentee should each retain copies of the signed agreement.

Over the course of the academic year, we commit to a mutually agreed upon schedule to discuss pedagogical and teaching issues and/or to participate in teaching observation opportunities.

Description of Activities/Sample Work Plan

1. _____ date scheduled _____
2. _____ date scheduled _____
3. _____ date scheduled _____
4. _____ date scheduled _____
5. _____ date scheduled _____
6. _____ date scheduled _____
7. _____ date scheduled _____
8. _____ date scheduled _____

Faculty Mentor (Print and Sign)

Date

Student Mentee (Print and Sign)

Date

Please return the signed, original form to Kelly Clark, PFF Teaching Academy Program Manager, pff.teachingacademy@jhu.edu, 410.516.0709.