Observation and Feedback Form – College Prep

Team: __________________________ Date/time observed: __________________________

Process:
- Staff will observe each team mentoring program once per semester
- Staff chooses 1-2 “Goals of Quality Mentoring” as a focus for the observation.
- Staff will meet with each mentor team the week after their observation for a review
- Mentor teams and staff will examine issues, roadblocks, and new directions
- Program coordinator will follow up with team leaders to further discuss specific goals for improvement and also to reflect on ways the teams have grown/strengthened

Team Strengths:

Team Modifiable Issues:

Team Action Plan:

Follow-up Needed:
### Goals of Quality Mentoring

#### Foundations of College Readiness
- Advise and guide students in making a concrete plan to prepare for all aspects of college life
- Provide students with extensive information about educational and occupational options
- Expose and explain to students the value of cultural events and activities
- Teach students to utilize academic and institutional resources effectively
- Help students become independent self-advocates and to develop help-seeking behaviors
- Teach students effective communication skills, and coach them on networking with educators and other adults
- Using a step-by-step approach, teach students how to navigate school processes such as selecting colleges and graduate schools, filling out applications, and applying for financial aid and scholarships
- Promote and guide effective problem solving and decision making
- Help students learn about the expectations that colleges and graduate schools hold for undergraduate and graduate students

#### Building Trust
- Share details about personal struggles in the educational system
- Ask students about their personal/family lives outside of school
- Find a way to personalize interactions, such as addressing students by first name
- Provide a safe space for students to express their opinions and concerns
- Show sympathy and care toward students’ dilemmas and struggles

#### Preparedness
- Mentors have prepared activities and materials for the day
- Mentors will reflect on youth behavior to prepare for each session
- Mentors have developed behavior expectations within the activity and fun ways to manage the group
- Mentors have prepared “closure” events at the end of each session

#### Culture and atmosphere
- Mentors create a warm and caring atmosphere
- Mentors demonstrate teamwork, cooperation, and conflict resolution
- Develop relationships with important and influential school personnel

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