

## **Tips for TOP mentors**

### **PREPARATION**

#### **Contact the faculty member you'll be observing (your mentee)**

- Talk about how you can best help your mentee: would she like you to focus on any specific aspects of her teaching (structure, pacing, handling questions, etc.)? This is a good time to remind her that the feedback she'll receive from you is confidential; the TOP program was created to provide opportunities for improvement rather than criticism.
- Get copies of your mentee's slides, if any. If you can preview those materials, you can provide feedback on them and they won't distract you from your observation.
- You and your mentee need to set up a time (~30 min.) for your feedback; try to do this sooner than later to get the biggest benefit. Immediately afterward is less than ideal because there is little time for reflection.
- Take two copies of the observation form with you so you can give a clean copy to your mentee along with your feedback.

### **OBSERVATION**

- Make specific notes (use examples) and consolidate your thoughts into a few main points that will be most beneficial to the students and to your mentee.

### **FEEDBACK**

- Remember that your conversation is confidential.
- Begin by asking your mentee to assess her own teaching, leading with her strengths.
- Give her any specific feedback she may have requested.
- Accentuate the positive, then address potential improvements.
- Leave time for your mentee to respond to your feedback.