

Expectations of teachers and mentors



Placement logistics

- Once you are connected with your mentor the two of you must organise a time to chat about the class via phone call, virtual meeting, or in-person
- Allocate time in the first session for the mentor's introductory presentation (5-10 min) and for students to complete the pre-placement survey (2-5 min)
- The mentor visits the same class (one period or a double) once per week
- The placement runs for (at least) 10 weeks, aligned with the university semester timetable

Expectations of our teachers

- We expect that host teachers will be in contact with mentors **once a week** at a minimum
- This could be via email, phone call, virtual meetings, or a chat before or after class
- Please help mentors prepare by informing them of the topic/lesson plan at least one day before the class
- It is **vital** that mentors are told if the class is not running with as much notice as possible (we realise that emergencies happen!)
- Please **never leave mentors alone** in the classroom with the students
- If there are any issues, contact your In2science Coordinator straight away – we are here to help!

Expectations of our mentors

- We expect mentors to remain in **weekly contact** with both their Coordinator and their teacher
- We ask mentors to inform us of any issues immediately so we can support them and you
- Mentors are required to tell their teacher and Coordinator if they need to miss a week or have fallen ill and won't be attending
- Mentors are asked to **CC their Coordinator** on all emails with their teacher
- We expect mentors to use resources provided by their teacher to prepare for class