

How to request a mentor



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- When requests open at the start of each semester, each partner school will be sent the Request a Mentor link
- This may be sent to you directly, or sent to one Link Teacher at your school to distribute
- Complete the online form before the deadline
- You are more than welcome to host multiple mentors across different classes
- Preference will be given to year 7-10 classes, but VCE requests are also welcome

Upload your timetable

Option A:

If on the first page you selected: “Upload my timetable”

Step 1/2: Upload your timetable

You can submit the lesson times for the classes you would like to register by uploading your timetable (e.g. image screenshot from Compass or a Word/Excel/PDF document).

If you have a **fortnightly timetable**, please provide screenshot(s) that include both weeks and start date for each week (e.g. 26 July = Week 1/Blue week).

Upload your timetable: *

Choose file(s) to upload

Option A:

- Example of an ideal request
- If you want to screenshot your timetable instead of typing out the classes, please make it obvious which classes you would like a mentor in
- You can also provide details of each class (see slides about Option B)

The first screenshot (Option A) shows a timetable for the week of Monday 21st to Friday 25th. A purple circle highlights the date '22' on Monday. Red boxes highlight the following class blocks: 8:55: 1 - 08SCH.HA - H0, H3 - HURL, THAJ; 8:55: 1 - 08SCH.HA - H0, H3 - THAJ, HURL; 10:35: 2 - 09SCH.HA - H0, H3 - HURL, THAJ; 10:35: 2 - 08SCE.EA - E0, E3 - HURL, SINC; 12:00: 3 - 08SCH.HA - H0, H3 - THAJ, HURL; 12:00: 3 - 08SCH.HA - H0, H3 - HURL, THAJ; 12:00: 3 - 10MAGB - D2 - HURL; 2:05: 4 - 07SCH.HA - H0, H3 - HURL, THAJ; 2:05: 4 - 10CARH.B - H2 - HURL.

The second screenshot (Option B) shows a timetable for the week of Monday 28th to Friday 1st. A purple circle highlights the date '22' on Monday. Red boxes highlight the following class blocks: 8:55: 1 - 09SCH.HA - H0, H3 - HURL, THAJ; 8:55: 1 - 08SCE.EA - E0, E3 - HURL, SINC; 10:35: 2 - 08SCH.HA - H0, H3 - THAJ, HURL; 12:00: 3 - 08SCH.HA - H0, H3 - THAJ, HURL; 12:00: 3 - 08SCH.HA - H0, H3 - HURL, GUNF.

Provide class details

Option B:

If on the first page you select:
“Type out class times in
day/period format”

Class details

Please enter below the key details of up to 5 classes you would like to register. Key details include:

- **Year level group** and **subject**
- **Classroom teacher's name**
- **Lesson times (Time and Period Number)**
*For **fortnightly timetables** please provide both weeks and start date for each week (e.g. 26 July = Week 1/Blue week).*
- **Main topic** you will be covering in that class when the mentor starts (Term 1 week 6-7)
- **Any important notes** about the class (e.g. ability, language, gender, priority, etc.)

For example:

*8J science
Earth and planetary science
Mr John Smith
Lots of students with EAL; top priority for a mentor
Week 1 6th Feb Mon P1&2 0900-1030
Week 1 8th Feb Wed P3 1030-1120
Week 2 13th Feb Mon P1 0900-0950
Week 2 15th Feb Wed P3&4 1030-1240*

Option B:

- Example of an ideal request
- Please include bell times (start and finish), and dates if you have a fortnightly timetable

Request an In2science Mentor	
Please select your University partner	Swinburne University of Technology
Please select your school	Grimm's College
Your first name	Mary
Your surname	Lamb
Your email	
Your phone number	555 555 555
How would you prefer to submit your class times?	Type out class times in day/period format (e.g. Mon P1, Fri P2, ...)
CLASS 1: key details	Year 8 Science, alternates Week A and Week B. Wednesday P5 is the only consistent class between weeks. Week A (week beginning 14/02/2022) Mon P2 (10:05am) Tue P1 (9:09am) Wed P5 (2:06pm) Week B (week beginning 21/02/2022) Mon P4 (12:23pm) Wed P5 (2:06pm) Fri P3 (11:26pm) Extra details about class: Currently we are looking at "Being Scientific" which is really about (particularly with COVID disruptions) getting used to being in the Lab and undertaking experiments and understanding the basics of the scientific method (what is a hypothesis, what are variables, etc.).
Max number of mentors you would be happy to host overall?	One total
Your main reason(s) for requesting In2science mentors	An extra pair of hands to help in the classroom To improve my students' engagement with science/maths content To act as a role model for my students to consider University as an option

Tips for requesting

- Make sure you select your school's partner university so that the right coordinator gets your request
- Share as much detail as you want with us - if you want mentors from specific disciplines let us know, or if you have students with particular interests
- We match mentor timetable to your school timetable, taking location into consideration, so please be specific about times and periods