

## Society Training Mentors for Program Evaluator Candidates

While some member societies already use mentors for new PEVs, the role of the “Training Mentor” is a new role and takes place from the time a potential PEV is notified of selection to participate in PEV training through the time that the candidate submits work completed in the Face-to-Face training for review. Depending on the Society, the Training Mentor may or may not be the same Mentor that guides the new PEV through their initial program visit(s). Each member Society will assign Training Mentor’s to PEV candidates.

The Mentor responsibilities begin once the PEV candidate has been selected and notified of the requirements for training. Following are the Training Mentor’s responsibilities:

### Pre-work (on-line training modules prior to face-to-face training)

- Be familiar with the Pre-work modules which are found at [http://www.abet.org/ TrainingCD/index.htm](http://www.abet.org/TrainingCD/index.htm).
- Make contact with PEV candidate in timely manner once the Mentor has been notified by the Society of the PEV candidate assignment.
  - Explain the role of Mentor.
  - Build rapport with PEV, so that PEV candidate will be comfortable sharing concerns and asking questions.
  - Provide the candidate with contact information and discuss availability to answer any questions regarding the Pre-work modules which the candidate must complete prior to the Face to Face Training.
  - Review the PEV Competency Model with her/him and answer any questions. Be sure the candidate understands that the Competency Model is the basis for all PEV evaluations (PEV Competency Model is found at <http://www.abet.org/volunteer.shtml>).
  - Review the deliverables the candidate will send to you. There are six deliverables during the candidate’s pre-work. There are three “Checks for Understanding,” which are designed to give them some immediate feedback on their comprehension of the material. (You will be provided with the “correct” answers.) The other three deliverables are based on the candidate’s review of Upper State University Self-Study in module 5 of the pre-work and include: Transcript Analysis, Curriculum Analysis, and the PEV Worksheet.
- Provide feedback to Mentee during pre-work phase on their deliverables including feedback on where they have done well and identification of areas where improvement is needed with suggestions on how to address those areas.
- Contact the candidate if pre-work deliverables have not been received 4 (four) weeks prior to face-to-face training. (Candidates are asked to send their materials to their Member Society representatives, their Mentor and ABET Headquarters).
- Answer any questions the candidate has about the training leading up to the face-to-face training session.
- If applicable, discuss any concerns about the mentee’s performance with member Society contact (i.e. concerns regarding inadequate attention to deadlines, quality of pre-work materials, etc.).

### Face- to- Face Training

- Make contact with PEV candidate after face-to-face to debrief and answer any remaining questions

## Role of your Training Mentor

Congratulations on your selection as a PEV candidate. ABET and its Member Societies are committed to your success in the training process and have developed a support network to ensure you have the best possible experience in your preparation to become a Program Evaluator. An important person in your preparation will be your Society Training Mentor. Your Training Mentor will have the following responsibilities:

### Pre-work

- Your Mentor will be familiar with the Pre-work modules which are found at [http://www.abet.org/ TrainingCD/index.htm](http://www.abet.org/TrainingCD/index.htm).
- Your Mentor will contact you in timely manner once the Mentor has been notified by the Society of your assignment. Your Mentor will:
  - Discuss her/his role as your Mentor
  - Provide you with contact information and discuss availability to answer any questions you might have regarding the Pre-work modules which you must complete prior to the Face to Face Training
  - Review the PEV Competency Model with you and answer any questions you might have. (PEV Competency Model is found at <http://www.abet.org/volunteer.shtml>.)
  - Your Mentor will review the six deliverables you will send as a part of your Pre-work. You will complete three “Checks for Understanding,” which are designed to give you some immediate feedback on your comprehension of the pre-work material. The other three deliverables are based on your review of Upper State University Self-Study which is in module 5 of the pre-work and include: Transcript Analysis, Curriculum Analysis, and the PEV Worksheet.
- Your Mentor will provide you feedback during the pre-work phase on your deliverables.
- Your Mentor may contact you if any deadlines are missed in preparation for the Face-to-Face training. (You will be asked to send your materials to your Member Society, your Mentor and ABET Headquarters.)

### Face- to- Face Training

- Your Mentor will contact you after the Face-to-Face training to debrief and answer any remaining questions you might have.