



مركز تطوير التعليم الجامعي  
Center for Teaching & Learning Development

# CONTINUOUS PROFESSIONAL DEVELOPMENT RECORD



## 5.1 Continuous Professional Development Plan Record

**COMPLETED BY MENTEE**

*Please use this record once fulfillment of the summary above takes place*

What do I want to learn?	What will I do to achieve it?	What resources will I use to support it	How will I evaluate success?	Target date

## 5.2 Mentee Reflection on the Diploma Program Combined with Mentoring

**COMPLETED BY MENTEE**

*Please use this record after completion of the Mentoring Portfolio to give a short description of the Diploma program combined with your experience of mentoring as a whole (overall feedback, strengths, areas of development and possible action plans) on your Professional Development in Teaching and Learning.*

[illegible]

Mentee signature ----- Date -----

Mentor supervisor signature ----- Date -----

## 1. PORTFOLIO CHECKLIST

<b>COVER PAGE: AREA 1 COURSE DESIGN</b>	
1.1 Mentee Observation Record	
1.2 Mentee Plan Record	
1.3 Mentor Observation Record – ATTACHMENT: COURSE SPECIFICATION #1	
1.4 Mentee Reflection and Action Plan Record – ATTACHMENT: COURSE SPECIFICATION #2	
<b>COVER PAGE: AREA 2 EFFECTIVE TEACHING STRATEGIES</b>	
2.1 Mentee Observation Record	
2.2 Mentee Plan Record	
2.3 Mentor Observation Record – ATTACHMENT: TEACHING STRATEGY MATERIAL #1	
2.4 Mentee Reflection and Action Plan Record – ATTACHMENT: TEACHING STRATEGY MATERIAL #2	
<b>COVER PAGE: AREA 3 STUDENT ASSESSMENT METHODS</b>	
3.1 Mentee Observation Record	
3.2 Mentee Plan Record	
3.3 Mentor Observation Record – ATTACHMENT: ASSESSMENT METHOD MATERIAL #1	
3.4 Mentee Reflection and Action Plan Record – ATTACHMENT: #2	
<b>COVER PAGE: AREA 4 COURSE AND TEACHING EVALUATION METHODS</b>	
4.1 Mentee Observation Record	
4.2 Mentee Plan Record	
4.3 Mentor Observation Record – ATTACHMENT: EVALUATION METHOD AND COURSE REPORT #1	
4.4 Mentee Reflection and Action Plan Record – ATTACHMENT: METHOD AND COURSE REPORT #2	
<b>COVER PAGE: CONTINUOUS PROFESSIONAL DEVELOPMENT</b>	
5.1 Mentee Summary of Professional Development	
5.2 Mentee Continuous Professional Development	
5.3 Mentee Reflection on the Diploma Program Combined with Mentoring	