

SCHOOL-BASED MENTOR GUIDELINES

THE ROLE

- Global Action Research Collaborative (GARC) school-based mentors are selected by fellows, with support of the head of school, and provide in-person support in all stages of the program.
- This support includes providing feedback and giving encouragement, particularly at submission times, and is critical for the fellow to be able to complete their project confidently and successfully.
- It is important to recognize the additional time commitment that comes with this mentor role, to make sure it works with their own school schedule, and own teaching and administrative responsibilities.
- *Should the mentor leave the school or no longer be able to fulfill this role, the head of school will work with the fellow to appoint another mentor. This person is the key school contact supporting the fellow.*

RECOMMENDATIONS FOR MENTORS

Understand the Program

- Have a solid understanding of the three stages of the program (training, research, write up and presentation), knowledge of the submission deadlines, and an awareness of where pinch points may occur in the school's academic year. *Mentors will receive the calendar of submission dates.*

Support the Project

- Act as a critical friend throughout the whole process.
- During the action research phase, observe the project in action, and offer assistance as the fellow requires (e.g., by taking field notes, recording the lesson, offering feedback, etc.)

Submissions and Deadlines

- Mentors are encouraged to review draft submissions before they are sent to Research Advisors, including the draft final report.
- Work with the GARC fellow to provide support during school year pinch points.
- Liaise with Research Advisors and if necessary should further assistance or support be required.

Share the Research

- Together with school leadership, offer the GARC fellow opportunities to share their project process with colleagues, students, and parents.
- After the ICGS conference, encourage and support them to share their research within and beyond the school community.

By signing below, you agree that you have read the above guidelines and will support the GARC Fellow throughout the program.

Mentor name (printed): _____ Mentor Signature: _____

GARC Fellow name (printed): _____ GARC Fellow Signature: _____