



The Mentoring Chat: Its Rationale and Objectives

It is the aim of CITE to form its students holistically not only in the aspects of professionalism but also in the aspects of their physical, psychological, emotional, human and spiritual formation.

The school organizes different activities aimed at facilitating this total formation, which it ultimately wants for the students.

One of these very important activities is the mentoring chat. This is an informal conversation between a designated mentor, chosen from among the faculty and staff, and a mentee or a student. In the mentoring chat, the mentor and mentee talk about the different concerns of the mentee in the facets of family life, academic duties and responsibilities, acquisition of human virtues, and even about more serious personal and spiritual concerns.

The mentoring chat makes the students aware that there are teachers and staff who are concerned about their well being. The mentor serves as a big brother, a friend and a confidant who constantly collaborates the mentee progress in the different concerns he has. In the mentoring chat the students realized the importance of acquiring both human and spiritual virtues with the proper aids and guidance of the mentors.

Persons Involved in the Mentoring Chat

The CITE MS chooses from among the faculty and staff persons who have qualities, which make a good model, mentor. Once these people have been identified, the Academic Director talks to them individually to ask for their opinion regarding the management plan for them. If they would consider taking the mentoring job aside from their teaching or administrative function, the Personnel Department formulates a contract of agreement for them. The contract would contain the number and the names of tutees assigned to each tutor. It would also state the honorarium to be given to the mentor for the extra function and service he does.

The students are distributed among the mentors. The distribution of mentoring chats, however, is dependent on the availability and the capability of the mentors. Preferences of the students may at times not be strictly followed, but are duly considered.

What to do and to expect from the mentoring Chat

In the mentoring chat, the mentor talks to his mentees about his concerns. They may be in relation to these areas: academic performance, family matters, social and personal concerns, and spiritual and human formation.

During the mentoring chat, the mentor may ask about the mentees grade's his offences, attendance and performance in class, family problem if any, his last confession and attendance in Sunday Mass, as well as those that pertain to personal human and spiritual formation.

The environment during the mentoring chat should be comfortable and open. The students should understand that what is talked about in the chat is treated confidentially. At the end of the chat, the mentor should review all the points covered for the mentees to be able to formulate action plans. These plans shall be talked about and evaluated during the next chat.

Schedule of the Mentoring Chat

The mentoring chat may be scheduled during any of these time; morning and afternoon break times; and during the laboratory and mechanical workshop times or SMT.

The mentor gives out appointment slips to each of his mentees during the first meeting on the first week of the month. The appointment slip contains the name of the mentors and his mentees, and the date, time and venue of the chat. It is advisable that the mentors remind the mentees about their scheduled chat from time to time.

Ideally the mentoring chat should be held at least once a month. As necessary, the mentoring chat may be as often as once a week, in situations wherein the mentees need constant guidance and monitoring. The mentoring chat session may run from 20-30 minutes, depending on the need.

In trying times, the chat may be held during the laboratory and workshop time. The tutor should ask the teacher-in-charge first before pulling out the mentee from class. The mentor should also ask the mentee if he is amenable to this arrangement.

Requirements for the Attendance in the Mentoring Chat

All the students need to be chatted with by their mentors at least once a month. Once the mentor has given out the appointment schedule to his mentees need to be reminded often.

It is the responsibility of the mentor to make sure that the mentees comes for the chat as scheduled. If there is any conflict with the schedule of the mentor or the mentees, a reappointment may be arranged.

All the mentors report to the head mentor their actual mentoring chat accomplishment for each month. Their honorarium would be proportionate to their actual chats.

During the chat, the mentor may require his mentee to bring a notebook where important tips and talks could be written down. The mentor may bring his notes and materials as well. They can exchange valuable ideas, not only personal but also scholastic in nature. Academic exchanges may form an important bulk of the chat, but it should not be the essence.

The Mentoring Chat Forms

The progress of the mentoring chat, although informal in nature, needs to be documented. The PFO has come up with a number of forms to aid the mentors in this respect.

The mentor himself keeps a record of his actual chat accomplishment in the mentoring chat monitoring form. This form remind the mentor about the topics and concerns, which should be dealt with during the chat. There are six areas of concern, namely: Academic; Virtue of the Month; Job assignment; Spiritual Life; Family and the daily self-Appraisal. The mentor puts a check mark on the topics, which they have talked about during the chat. Ideally, all these concerns should be taken into consideration.

The mentor schedules his chat appointments in a monthly basis by filling up the mentoring Chat Schedule Form. This is a day-to-day schedule form where he writes the names of the tutees he is suppose to chat with fir a specific day. He may indicate the topics, which he plans to tackle during the chat itself.

Mentoring Chat Appointment Slips are small slip, which are to be filled up by the mentor to be given to his mentees during their first meeting for the month. These slips contain the date, time and venue of the individual chat.

Each mentee is provided a Productivity Aid Form, to be filled up and evaluated by the mentee himself. This form contains the mentees list of the activities for the day, from the time he wakes up in the morning until the time when he retires for the night. In a monthly basis, the mentor talks about and monitors these activities together with the mentee.

Another form useful for the mentee is the Personality Development Form. This form allows the mentee to list down his strengths and weaknesses in the hope of modifying them according to what he understand and know of himself. By modifying would mean overcoming weaknesses and capitalizing on the strengths.

There is also a Virtue Campaign Form wherein the mentee list down his personal goals and objectives in relation to the Virtue of the Month Campaign. The personal gals and

objectives to practice the virtue are directed at the school, home and social life of the student.

Another form to be used by the mentee is the Daily Self Appraisal form. This form lists different activities of the mentee each day. The mentee rates himself in all these activities with a plus sign.

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