

Mentoring Portfolio: Creating a Comprehensive Reflection of the Practice of Mentoring

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Workshop Objectives

- Mentors will be:
 - presented a description of the mentoring portfolio and its origin in the educational development portfolio.
 - presented the rationale for taking the time and effort to create a mentoring portfolio.
 - introduced to pathways to develop knowledge and competencies in mentoring that will serve as evidence in the mentoring portfolio.
 - provided guidance on building their own mentoring portfolio.



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What is the Mentoring Portfolio?

- The organization of this Mentoring Portfolio is based on the extensively-researched Educational Developer's Portfolio, an academic credential required in Canada and many US institutions.
- This Mentoring Portfolio will look very different than what would be used in the healthcare profession or business world, for example.
- A mentoring portfolio is a tool used to articulate, reflect upon, and provide evidence of a mentor's beliefs, values, ethical principles, practices, approaches, development, and impact in their mentoring relationships.

McDonald, J., Kenny, N., Kustra, E., Dawson, D., Iqbal, I., Borin, P., & Chan, J. (2016). *Educational Development Guide Series: No. 1. The Educational Developer's Portfolio*. Ottawa, Canada: Educational Developers Caucus.



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What is the Mentoring Portfolio?

- It is a carefully curated selection of evidence, integrated with thoughtful reflection, that tells a unique narrative, one that is specific and authentic to the author.
- An effective mentoring portfolio has clear alignment between beliefs, actions, and the documented evidence of impact.

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Why Create a Mentoring Portfolio?

- Formative
 - opportunity for self-assessment
 - identify strengths or gaps in skills and experience
 - facilitate identification of opportunities for professional development
- Summative
 - practical
 - clear documentation of practices and accomplishments
 - can be considered in hiring, tenure and promotion

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Why Create a Mentoring Portfolio?

- Funding
 - also practical
 - compelling evidence of mentoring practices and impacts

Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)

PROGRAM SOLICITATION **NSF 18-522**

IMPORTANT INFORMATION AND REVISION NOTES

The Historically Black Colleges and Universities – Undergraduate Program (HBCU-UP) solicitation includes a new track: HBCU Excellence in Research (EiR). In response to the direction provided by the Consolidated Appropriations Act 2017 and building on prior efforts to strengthen research capacity at Historically Black Colleges and Universities, HBCU EiR will be a new program with funding provided by the Research and Related Activities (R&RA) directorates.

A mentoring plan is now required for all students (undergraduate and graduate students) that participate in any HBCU-UP project.

The section on Project Evaluation has been revised.



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Developing Competency as a Mentor

- Mentoring Competency
 - combination of skills, abilities, and knowledge needed to perform effectively in a mentoring relationship
- Good mentors are developed, not born.
- Seek out opportunities to enhance mentoring knowledge and skills
 - Workshops and conferences (P-MAX)
 - Colleagues
 - Consult scholarship on mentoring
 - Mentor!!!

- McDonald, J., Kenny, N., Kustra, E., Dawson, D., Iqbal, I., Borin, P., & Chan, J. (2016). *Educational Development Guide Series: No. 1. The Educational Developer's Portfolio*. Ottawa, Canada: Educational Developers Caucus.
- Straus, S. E., Johnson, M. O., Marquez, C., & Feldman, M. D. (2013). *Characteristics of Successful and Failed Mentoring Relationships: A Qualitative Study Across Two Academic Health Centers*. *Academic Medicine : Journal of the Association of American Medical Colleges*, 88(1), 82–89. <http://doi.org/10.1097/ACM.0b013e31827647a0>



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Preparing to Build Your Mentoring Portfolio

- Identify and assess your professional competencies and learning needs
- Identify content to include (topic headings, artifacts, etc.)
- Articulate a mentoring philosophy
- Create the overall narrative of your Mentoring Portfolio
- Choose how to “package” your Mentoring Portfolio—
Online? On paper? Who is your audience?



Preparing to Build Your Mentoring Portfolio

- Understand the purpose
 - dictates how you will build your mentoring portfolio
- Building process – Be able to answer these questions.
 - What am I trying to do?
 - What are the fundamental beliefs that I hold related to my mentoring practice and what informs these beliefs?
 - What mentoring strategies and approaches do I use to put my beliefs into action?
 - What documentation provides evidence of my mentoring strategies and approaches and of the effectiveness of these approaches?



		Collect	Write
1. General			
	introductory information		
	institution		
2. Mentoring philosophy			
	reflective statement		
3. Mentoring roles and responsibilities			
	initiatives		
	policies		
	projects		
	descriptions of growth and evolution as a mentor (past, present, future)		
	short-term and long-term mentoring goals		
	annual review of own goals and performance with plans for the future		
4. Mentoring innovations and leadership			
	your mentoring innovations		
	leadership at the individual, institutional, or national-level		
	narrative about innovations		
	reflections, evaluations of innovations		
	planned next steps		
5. Networking/collaboration			
	departments with whom you have collaborated		
	joint projects with other services on campus		
	joint initiatives with other academic institutions or higher education organizations		

Mentoring Portfolio Checklist

		Collect	Write
6. Contributions to the field			
	member of action group(s) or subcommittees (role & title)		
	mentor to other faculty		
	scholarship		
	knowledge dissemination		
	presentations		
7. Mentoring and Teaching Experience			
	list of courses taught or teaching		
	teaching experience and how it has shaped your mentoring		
8. Evidence of effectiveness and impact			
	measures of impact resulting in change at the individual, institutional, and/or national level		
	formative and summative feedback and evaluations related to the effectiveness and impact of your practice		
9. Feedback, data summaries, appendices			
	mentor review/assessment		
	list of honors, awards, or nominations		
	quantitative and/or qualitative data related to effectiveness and impact		
	workshop evaluations		
	long-term impact studies		
	case studies		
10. Other			



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Looking Ahead

- Use future workshops to help build your mentoring portfolio
- Follow-up mentoring portfolio workshop
 - share experiences in developing mentoring portfolio
 - share effective practices in developing content
- Share with future P-MAX users



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