

Mentor-Apprentice Program Reporting Forms and Documents

Outline for Forms and Reports Submission

Beginning of MAP Program

Date: _____

- Mentor-Apprentice Team Agreement
- Apprentice Self-Assessment
- Work Plan for 260 hours of immersion work

Report #1 50 Hours Completed

Date: _____

- Mentor-Apprentice Log

Report #2 100 Hours Completed

Date: _____

- Mentor-Apprentice Log
- Mentor-Apprentice Self-Evaluation

Report #3 150 Hours Completed

Date: _____

- Mentor-Apprentice Log

Report #4 200 Hours Completed

Date: _____

- Mentor-Apprentice Log
- Mentor-Apprentice Self-Evaluation

Report #5 250 Hours Completed

Date: _____

- Mentor-Apprentice Log

Report #6 260 Hours+ Completed

Date: _____

- Mentor-Apprentice Log
- Mentor-Apprentice Self-Evaluation and Post-Self-Assessment

Final Report

Date: _____

- Summarize the year
- Provide recommendations for next year

Required Forms and Documents

Forms

- **Mentor-Apprentice Team Agreement Form.** This form should be filled out at the beginning of the year. Please review the MAP goals and complete this form again. It must be signed by both the Mentor and Apprentice.
- **Apprentice Self-Assessment Form.** Before and after your 260 hours of immersion work, it is important for the apprentice to assess their language learning. By completing this self-assessment, you will demonstrate to yourself and to Doyon Foundation how far you have come in language learning and where you can go from here.
- **Work Plan.** At the beginning of the year, please provide us with a **detailed work plan** for the year. On the form provided, please work together to outline your planned activities, language learning goals, and expected completion dates for each activity. Submit a copy of this form to Doyon Foundation.
- **50-Hour Log and Quarterly Self-Evaluation.** Document what language immersion activities happened and when each activity was completed. Every four months you will do a self-evaluation. It is important that each apprentice takes responsibility for their own learning and fills out the self-evaluation part of the form quarterly.

Documents

- **Mentor-Apprentice Program Reflections (Final Report).** You will need to summarize the year and provide recommendations for the future of the Mentor-Apprentice Program.

