



## Mentor-Apprentice Program Reporting Forms and Documents

### Outline for Forms and Reports Submission

#### Beginning of MAP Program

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

Date: \_\_\_\_\_

#### Report #1 50 Hours Completed

- Mentor-Apprentice Log

Date: \_\_\_\_\_

#### Report #2 100 Hours Completed

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

Date: \_\_\_\_\_

#### Report #3 150 Hours Completed

- Mentor-Apprentice Log

Date: \_\_\_\_\_

#### Report #4 200 Hours Completed

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

Date: \_\_\_\_\_

#### Report #5 250 Hours Completed

- Mentor-Apprentice Log

Date: \_\_\_\_\_

#### Report #6 260 Hours+ Completed

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

Date: \_\_\_\_\_

#### Final Report

- Summarize the year
- Provide recommendations for next year

Date: \_\_\_\_\_

907.459.2048 1.888.478.4755 foundation@doyon.com

3702 Cameron St, Fairbanks, AK 99701

doyonfoundation.com

DOYON  
FOUNDATION



## 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.