

**Department of Pharmacy Practice  
Teaching Mentor Guidelines**

- Supervise and/or assign a faculty mentor to trainees (teaching assistants, residents, fellows, or other non-faculty personnel) who are assigned to and/or participating in instruction in the course.
  
- When a faculty mentor is assigned to a trainee, the course coordinator must ensure mentors are meeting their responsibilities. Mentor responsibilities may include:
  - o Provide or arrange for training when needed
  - o Inform trainee of what already has been covered in course
  - o Review content, including lecture slides and active learning exercises
  - o Review exam questions
  - o Arrange for and observe a practice session
  - o Attend lecture(s) (Arrange for a remote option, if needed)
  - o Provide feedback on performance using the College of Pharmacy trainee rubric (TBD)
  - o Review exam item analysis with trainee
  - o Consult with the Center for Instructional Excellence (CIE) for assistance in mentoring trainee, as needed.