Mentor-Apprentice Program Reporting Forms and Documents

Outline for Forms and Reports Submission

**Beginning of MAP Program**
- Mentor-Apprentice Program FPCC MOU Agreement Form
- Mentor-Apprentice Team Agreement
- Apprentice Fluency Self-Assessment
- Work Plan for 300 hours of immersion work

**Report #1 50 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report

**Report #2 100 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report
- Mentor-Apprentice Panel Evaluation Report (#1)

**Report #3 150 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report

**Report #4 200 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report
- Mentor-Apprentice Panel Evaluation Report (#2)

**Report #5 250 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report

**Report #6 300 Hours Completed**
- Mentor-Apprentice Log, Self-Evaluation and Expense Summary Report
- Mentor-Apprentice Panel Evaluation Report (#3)

**Final Report**
- Summarize the year
- Provide recommendations for next year
Required Forms and Documents

Forms

- **FPCC Mentor-Apprentice Program MOU Agreement.** This form is required at the beginning of the year.

- **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 Fluency Self-Assessment Form.** Before beginning your 300 hours of immersion work, it is important for the Apprentice to assess his/her language learning so far. By completing this self-assessment, you will demonstrate to yourself and to FPCC 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 must be to FPCC.

- **Log, Self-evaluation and Expense Summary.** Document what language immersion activities happened, when each activity was completed and your self-evaluation for each activity. It is important that each Apprentice takes responsibility for his/her own learning, and fills out the self-evaluation part of the form. Also record the expenses for the 50 hours. Complete and submit this form after each 50 hours of immersion work.

- **Mentor-Apprentice Panel Evaluation Form.** The evaluation panel you have chosen will evaluate the Apprentice each 100 hours (3 times per year). This evaluation is based on what the Apprentice verbally demonstrates that he/she has learned from the Mentor over 100 hours of language immersion. If the evaluation panel members cannot fill out the form themselves, please have an external party assist him/her.

Documents

- **Monthly Financial Reports:** Monthly bank statements must be submitted for all grant expenses.

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