

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Professional Development Committee
MENTOR AND MENTEE INTRODUCTION

The Preparation

Preparing for the Professional Qualifying Course (PQC) and the Professional Recertification Course (PRC) requires a considerable investment in time overall consisting of regular weekly investments in time.

Although the time varies for each mentee, it is not unusual for mentoring to involve several online meetings per week over a period of several months.

The assistance will be provided predominately through distance learning using email, telephone, and online meeting services.

The Agreement

The accompanying "Mentor and Mentee Agreement" will be signed by both parties and a copy will be submitted to the PDC.

The Course

The PQC and PRC involve

A Five written pre-course assignments

- 1 A lesson plan (1%), with handouts (2%), and an outline of a 60-minutes teaching program from which the student will be presenting a ten-minute excerpt at the PQC or PRC;
- 2 answer questions on parliamentary ethics (5%);
- 3 answer research question based on RONR (10%);
- 4 prepare particular motion scripts for a presiding officer (15%); and
- 5 write a professional opinion with an accompanying cover letter and invoice (20%)

B Three in-person elements

- 1 Demonstrate ability to teach on a parliamentary topic by presenting a ten-minute excerpt from the teaching program for which a lesson plan, handouts and outline were provided as a pre-course assignment (7%);
- 2 Demonstrate ability to preside (20%); and
- 3 Demonstrate ability to serve as a parliamentarian (20%).

Successful completion requires achieving a total grade of 80%.

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MENTOR AND MENTEE AGREEMENT

The Professional Development Committee of the National Association of Parliamentarians (NAP) has undertaken a mentoring program in an effort to assist individuals in successfully completing the Professional Qualifying or Professional Recertification Courses.

A successful mentor/mentee relationship requires a commitment on the part of both partners. The following agreement is intended to provide a starting framework for the partnership. Both parties should understand that they may withdraw from the relationship at any time by contacting the chairman of the Professional Development Committee. Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

AS A MENTEE I:

- agree to negotiate with my Mentor a mutually acceptable process for mentoring and means of communication (i.e. email, video conferencing, telephone, etc.).
- agree to respond in a timely fashion to all correspondence from my Mentor.
- agree to keep confidential all correspondence and educational materials provided which are not already available for viewing by members of NAP.
- understand that this Mentor/Mentee relationship does not guarantee that I will pass the PQC/PRC course I am preparing for.

AS A MENTOR I:

- agree to negotiate with my Mentee a mutually acceptable process and means of communication (i.e. email, video conferencing, telephone, etc.).
- agree to respond in a timely fashion to all correspondence from my Mentee.
- agree to keep confidential all correspondence and educational materials provided.
- agree to not divulge, directly or indirectly, specific details about any of the material (i.e. scripts, assignments, etc.).
- agree to provide support and helpful advice.
- agree to provide sample pre-course assignments to my Mentee and provide feedback and suggestions to improve them.

Mentee Signature	Date	Please Print Name
Mentor Signature	Date	Please Print Name

Once both parties have signed this agreement, please ensure that each has a copy of the signed agreement and that a copy be forwarded to the Professional Development Committee via NAP headquarters.