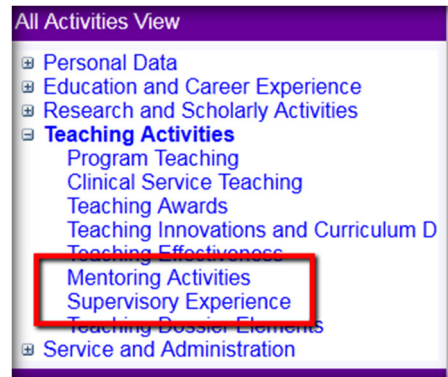


Introduction

Mentoring and Supervision can be recorded in two separate screens in Acuity STAR. Both are available under the Teaching Activities menu.



In general, Supervision tends to be a more formal process, where you are a primary, secondary or co-Supervisor for a research project or thesis. Mentoring can be Student or Faculty mentoring and the screen allows for this variation. In both screens, you do need to record the Name of the person being Mentored/Supervised.

Mandatory Fields

Across all STAR screens mandatory fields ensure that data/activities being entered contain a minimum record set. This ensures that CVs and other reports print as expected (typically chronological order).

For the Mentoring Activities screen the following fields have been tagged as mandatory:

Type, Faculty/Student Name, Faculty, Department, Mentoree Position, Number of Encounters/Year, Start-End Dates

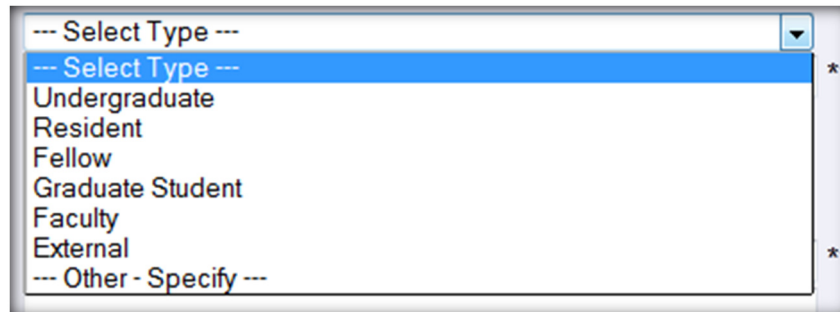
For Supervision Activities, the following fields have been tagged as mandatory:

Student Name, Program Type, Faculty, Department, Role and START-End dates.

A screenshot of the 'Mentoring Activities' form in the Acuity STAR system. The form is titled 'Mentoring Activities' and includes a 'Highlight Related Fields For' dropdown menu. Below this, there are several mandatory fields: Type, Faculty / Student Name, Faculty, Department, Division, Mentoree Position, Mentoring Location, Number of Encounters / Year, Formal, Start - End Dates, and Comments. The Start - End Dates field is set to 2014 Jul 1 to 2015 Jun 30. At the bottom, there are checkboxes for 'Save As Draft Entry', 'Stipend Received', and 'Other Details (doesn't print)'. The form also includes 'Save', 'Save / Clone', 'Reset', and 'Cancel' buttons.A screenshot of the 'Supervisory Experience' form in the Acuity STAR system. The form is titled 'Supervisory Experience' and includes a 'Highlight Related Fields For' dropdown menu. Below this, there are several mandatory fields: Student Name, Program Type, Faculty, Department, Division, Role, Formal, Collaborators, No. of Encounters / Year, Start - End Dates, Total Hours of Contribution, Teaching Effectiveness Score, Position, Institution / Organization, Stipend Received, Program of Study, and Awards Attained. The Start - End Dates field is set to 2014 Jul 1 to 2015 Jun 30. At the bottom, there are checkboxes for 'Save As Draft Entry' and 'Project Funding Sources'. The form also includes 'Update', 'Save', 'Save / Clone', 'Reset', and 'Cancel' buttons.

Mentoring Activities

The values for Mentoring **TYPE** can vary between Clinical Departments, however they tend to follow what level of education the mentee is working towards.



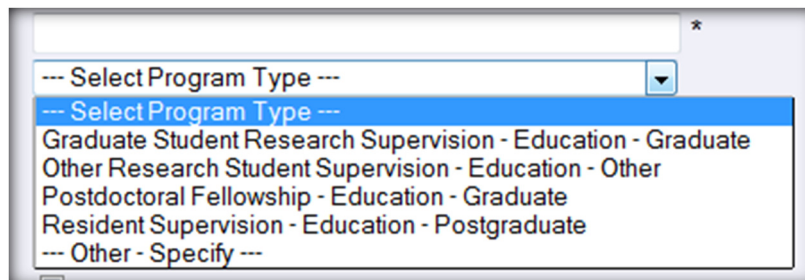
--- Select Type ---

- Select Type ---
- Undergraduate
- Resident
- Fellow
- Graduate Student
- Faculty
- External
- Other - Specify ---

Mentoree Position is a mandatory text field where you can describe the position that the mentee has. Some typical values are: Clerk, Undergraduate Student, Resident, Fellow, Assistant Professor, Associate Professor.

Supervisory Activities

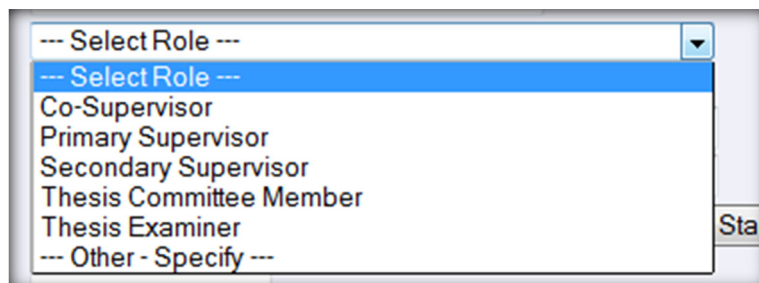
The Program Type for supervisory activities can vary across the Clinical Departments, but typically consists of Research related activities:



--- Select Program Type ---

- Select Program Type ---
- Graduate Student Research Supervision - Education - Graduate
- Other Research Student Supervision - Education - Other
- Postdoctoral Fellowship - Education - Graduate
- Resident Supervision - Education - Postgraduate
- Other - Specify ---

Your role, again can vary across departments but typically consists of:



--- Select Role ---

- Select Role ---
- Co-Supervisor
- Primary Supervisor
- Secondary Supervisor
- Thesis Committee Member
- Thesis Examiner
- Other - Specify ---