

Timeframe

The following is based on two ten-week terms. Minimal activities are planned for the summer term, as students have exams.

Week	Action	Tips
1	Initiate partnership: agreement between school and university to undertake project.	Find out who will be liaison for each institution. Find out timetabling requirements Obtain full list of names of students participating Find out any weeks when visits will be impossible (holidays, school trips etc....) Agree start and end of scheme. Agree on curriculum to be taught by mentors. Find out who/where mentors should report to when they visit the school.
	Nominate face-to-face mentor co-ordinator and online tutor co-ordinator.	Ideally second or third year students. Advise them of responsibilities, time commitment, benefits etc...
2	Recruit student mentors/tutors (to be undertaken by student co-ordinators)	Mentors can be recruited from: university French classes, universal email in university, posting flyers in university, university societies (e.g. French Society). Co-ordinators should make an effort to sell the scheme, focusing on benefits to volunteers (satisfaction, experience, CV etc...) A one hour meeting should be organised to give volunteers full details of what is involved in scheme. By end of meeting final list of those taking part should be compiled, and Criminal Records Bureau Disclosure Forms distributed.
	Visit to school by student co-ordinators	Iron out details of visits. Discuss curriculum.

	Access to virtual learning environment	Compile list of email addresses (school students, tutors, mentors, co-ordinators, staff) and obtain log in and passwords for virtual learning environment.
	Customise virtual learning environment	Establish private zones, discussion questions etc...
	Pairing mentors/tutors to students	From the list of students, virtual tutors, and face-to-face mentors groups should be formed, detailing which mentor will teach which student, and which virtual tutor will reply to their messages.
3	Mentor training session and briefing (with student co-ordinators and university teacher)	Advise mentors on how to approach their teaching, what is expected from them, and who to contact if they have a problem. Distribute the list partnering virtual tutors and face-to-face mentors. Those working together should introduce themselves and exchange email addresses. Distribute a full timetable of visits Distribute a mentoring handbook. Check that they are able to log in to virtual learning environment.
	Class briefing (with school teacher)	Inform students what the scheme is, how it can help them, how they should behave, etc... Check that they are able to log in to virtual learning environment.
	First introductory visit (all tutors & mentors)	Split into groups (virtual tutor, face-to-face mentor, and students). Introductions, discuss likes and dislikes, teach students how to post messages.
4-10	Weekly visits	Face-to-face mentor co-ordinator and face-to-face mentors to make weekly visits to the school.
	Online discussion	Virtual tutors, led by co-ordinator, should reply weekly

		to messages posted during class.
10	Interim review meeting and questionnaire	Student co-coordinators should arrange meeting of all volunteers for feedback and problem solving. Questionnaire, compiled by all parties involved, should be distributed.
	Feedback action meeting (student co-ordinators, university and school teacher)	Discuss feedback from meeting and questionnaire. Determine any action to be taken.
11 – 19	Weekly visits and online discussions.	
20	Final visit (all mentors)	Students may visit the tutors/mentors university, if possible. Otherwise, mentors visit school. Some special event may be organised.
	Final review meeting and questionnaire	All parties to be present. Reflect on experiences. Suggest future improvements. Distribute questionnaires. Distribute certificates (optional). Mentors/tutors to submit a summary of their experience... highs/lows, improvements. List of those interested in participating following year. Submit claims for reimbursement of expenses.
20 +	Review project	Meeting of student co-coordinators and staff to reflect on experiences and plan for future projects.
	Online discussion	Online discussion may continue during the summer term.