

# MSC Mentorship Guidelines and Procedures

MSC Mentorship is intended to support MSC teachers in their continued professional development toward competency in teaching the MSC program. While mentorship is one requirement to become a Certified MSC Teacher, it is distinct from Certification in that one can pursue mentorship without pursuing Certification and Certification is not assured simply because one has completed mentorship.

## Requirements for Certification:

Applicants for Certification in the UCSD Mindfulness-Based Professional Training Institute (MBTI) must have successfully completed a formal mentorship plan co-created with their mentors. The minimum duration of a mentorship plan is **14 x 1-hour individual mentorship sessions**. The plan may be longer as determined by the mentor and mentee in the initial collaborative assessment and at any follow-up assessments that may be required.

## What to consider?

- Check that you meet all the **Requirements** listed below.
- Take time to check out all of the different MSC mentors, perhaps talk to a few to get a sense of the best fit for you.
- Contact your chosen mentor to look at planning the initial step of mentoring with is the Collaborative Assessment (CA). This involves an orientation session, a session for the mentor to review your video followed by a 3<sup>rd</sup> session together (3 of the 14 sessions)
- At this point a decision is made regarding your readiness for certification and a formal mentorship plan is co-created (for a minimum of the remaining 11 sessions).

## Requirements:

- You must be a trained MSC teacher
- Have already taught at least 4 x 8-week MSC programs
- Have video footage of either the entire session 4 or 5 of an MSC program
- Register with University of California San Diego (UCSD) and have paid the fee
- Have an 8-week MSC program ready to teach during the mentoring period – this must have a minimum of 8-participants. Therefore plan to have at least 10 – 12 to start with.

## Starting the Mentorship Process:

You need to arrange to video-record a full session 4 or 5 of your 3<sup>rd</sup> of 4<sup>th</sup> program for the purposes of the Collaborative Assessment (described below).

You must register with the UCSD MBPTI and pay an initial \$340 registration fee (which includes a \$200 Application Fee and a \$140 Mentorship Administration Fee). If, after completing the initial CA you choose not to pursue mentorship after all, \$200 of the fees paid will be refunded.

## The Collaborative Assessment (CA):

The purpose of the CA is to establish a foundation for a mentorship plan based upon three sources of input:

1. Your needs first and foremost;
2. Objective data about your teaching to date;
3. And the expert assessment of the mentor.

The specific data used for any particular CA should include a full session video recording of you teaching session 4 or 5 of an MSC 8-week course. Further data that may be used to formulate the Mentorship Plan (at the discretion of the mentor) could include: anonymous course evaluations from previous participants in one of your courses or a self-assessment using the MSC version of the MBI-TAC.

The CA is considered three mentorship sessions because, in addition to the two face-to-face meetings, there is another session for the mentor to review the video footage individually.

Session One of the Collaborative Assessment will be dedicated to the mentor and you getting to know each other, you will share goals or concerns for mentorship and the mentor will share his or her philosophy and approach to mentorship, along with a discussion of the assessment process. After the first session, the mentor will take the time to review the recording and formulate a draft Mentorship Plan to be reviewed with you at the second face-to-face CA session. The Mentorship Plan might include specific learning objectives as well as general areas of focus or attention as defined by both the mentor and yourself, and will also include the recommended number of subsequent mentorship sessions that the mentor feels is appropriate. Included within this Mentorship Plan may be a stipulation that the mentorship sessions need to extend across two or more courses taught by you, to assure that the mentorship has facilitated the actual growth and development of your teaching. In the second session, the mentor will present the Mentorship Plan and the mentor and you will discuss it. The details of the final agreed-upon plan will be incorporated into a formal Mentor/Mentee agreement, payment to the mentor will be agreed upon, and the details (and signed form) will be forwarded to the MBPTI.

#### **Upon completion of mentoring:**

Mentorship will then begin and, upon completion of the Mentorship Plan, the mentor will notify the MBPTI and forward a letter to this effect, noting the key elements of the mentorship, the mentor's assessment of your ability/competence as a teacher, and (if necessary) the mentor's recommendation regarding Certification. Email address for the letter is: [mindfulness@ucsd.edu](mailto:mindfulness@ucsd.edu)

If pursuing Certification, you will also submit a letter of application, the \$500 Certification Review Fee, and the required documentation of the other Certification requirements (per the MBPTI website) for review.

An ad hoc review committee of two MSC mentors who have not mentored the applicant, plus the Executive Director of the UCSD MBPTI will make the final determination on awarding Certification if the mentor recommends against Certification for any reason.

#### **Fees to UCSD for MSC Teacher Certification**

Application Fee: \$200

Mentorship Administration Fee: \$140

Application Review Fee: \$500

#### **Fee to the mentor:**

The standard hourly fee is \$155, but mentors may choose to slide this fee to meet the needs of mentees who have special financial circumstances.