



Tennessee Occupational Therapy Association

Occupational Therapy Mentorship Program Sixth Cycle: Criteria and Guidelines

Criteria

TNOTA welcomes **ALL** students and practitioners who meet the below criteria to apply for the TNOTA Occupational Therapy Mentorship Program. Mentees may be students or practitioners and will be paired with experienced practitioners for mentorship. See below for further criteria and updated requirements.

MENTOR Criteria

- Must have an active Tennessee occupational therapy license
- Must be an OT or OTA
- Must have 2 years experience practicing occupational therapy

MENTEE Criteria

- OT and OTA practitioners must have an active Tennessee license
- Students must be attending an OT or OTA program in Tennessee
- Students must be a second year OT or OTA student in Tennessee by the beginning of the Mentorship Program Cycle

Requirements

- Participate in all 10 months of program
- Attend Orientation
- Complete pre-program survey
- Create goals to discern objectives for mentorship
- Monthly meetings- in person and virtual meetings (i.e. FaceTime, Zoom, Skype) highly encouraged
- Complete monthly lesson plans
- Complete post-program survey
- Submit goals and lesson plans to committee



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Pairings will be based on the number of mentors and mentees, area(s) of interest, and practice area, as well as location and other personal and professional characteristics. TNOTA will take diversity, equity, and inclusion into account when assigning mentorship pairings. While we will make every effort to pair all applicants, we cannot guarantee a mentorship pairing during this 6th Mentorship Program cycle.

If you have any questions or concerns during the program cycle, please email the Mentorship Committee at mentorship@tnota.org.

Mentors and mentees should set objectives and goals for their pairing together. Please use the following suggestions to guide your mentorship.

General Guidelines

- Mentorship Program dates: **February 15 to November 15, 2025.**
- Meet at least once a month. In person or virtual meetings (i.e. FaceTime, Zoom, Skype, etc.) are highly encouraged.
- The **mentee should make contact with the mentor within the first week of the 6th cycle.**
- Complete monthly lessons plans and submit documents to the Mentorship Committee before the due dates (listed below).
- Complete the **REQUIRED** pre-program survey prior to **February 15, 2025**. This link will be emailed.
- Complete the **REQUIRED** post-program survey at the end of the 10 months by **November 30, 2025**.

Month-to-Month Guidelines

Before the Start of the Program:

- Complete the **required** pre-program survey.

Month 1:

- Attend mandatory Orientation
- Set up meetings at least once a month. In person or virtual meetings (i.e. FaceTime, Zoom, Skype, etc.) are highly encouraged.



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- The **mentee should make contact with the mentor within the first week of the 6th cycle.**
- Complete goal setting document to identify goals and objectives for your mentorship pairing.
- Take action steps towards your goals and objectives.
- Discuss agenda and plan for next meeting.

Month 2:

- Discuss interest in completing a case study or researching more advanced topics within your field of practice.
- Choose from the List of Suggested Topics to guide your meeting.
- Complete monthly lesson plan document.
- Check in on progress towards initial goals and objectives.
- Discuss agenda and plan for next meeting.

Months 3-8:

- Re-evaluate your goals and objectives.
- Choose from the List of Suggested Topics to guide your meeting.
- Complete monthly lesson plan document.
- Check in on progress towards goals and objectives.
- Discuss agenda and plan for next meeting.
- Submit goal setting document and first set of monthly lesson plans by July 1, 2025.**

Months 9-10

- Discuss goals and address the items that need to be completed.

End of Program:

- Complete the REQUIRED post-program survey November 15-30, 2025.**
- Submit remaining lesson plans by November 30, 2025.**