



Mentor Training Plan

Date:

Mentor Information

Are you a certified DHHS court interpreter?

Yes

No

Name:

Address:

Telephone number:

Email address:

Training Needs Assessment

Explain your process for determining the mentee's training needs prior to implementation of training (A "mentee" is an interpreter in training with a mentor).

Training Plan

Explain your plan or process for each of the following learning components.

Introduction to the Texas court system:

Setting goals for accomplishing learning components:

Developing problem-solving skills related to court interpreting (for example, what to do when asked for a personal opinion regarding a case, or how to handle inaccurate interpretation in a court hearing):

Seeking and acquiring essential information regarding preparation and protocol for court proceedings:

Understanding the professional and ethical standards that guide the interpreter in court proceedings:

Knowledge and understanding of the differences between the criminal and civil law systems:

Knowledge and understanding of court terminology:

Other training components to mentees:

Training Hours Log

Explain your system for documenting and tracking mentoring hours for the mentee. Provide a copy of the form to certify the mentee has completed the mentoring activity. The form **must** include mentee name, activity, activity dates, number of hours, and mentor name.

Comments

Send completed form to:

Office for Deaf and Hard of Hearing Services
4900 North Lamar, Suite 2169, Austin, Texas 78751
P.O. Box 12306, Austin, Texas 78711
(512) 407-3250 Voice or (512) 406-3251 TTY