Useful tips and resources for your AI Mentorship Programme

This document is a quick-reference guide for mentors and mentees in the Faculty AI Mentorship Programme. It is designed to provide useful tips and resources to support your collaboration. In this document you will find:

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1. What does a successful mentorship look like?

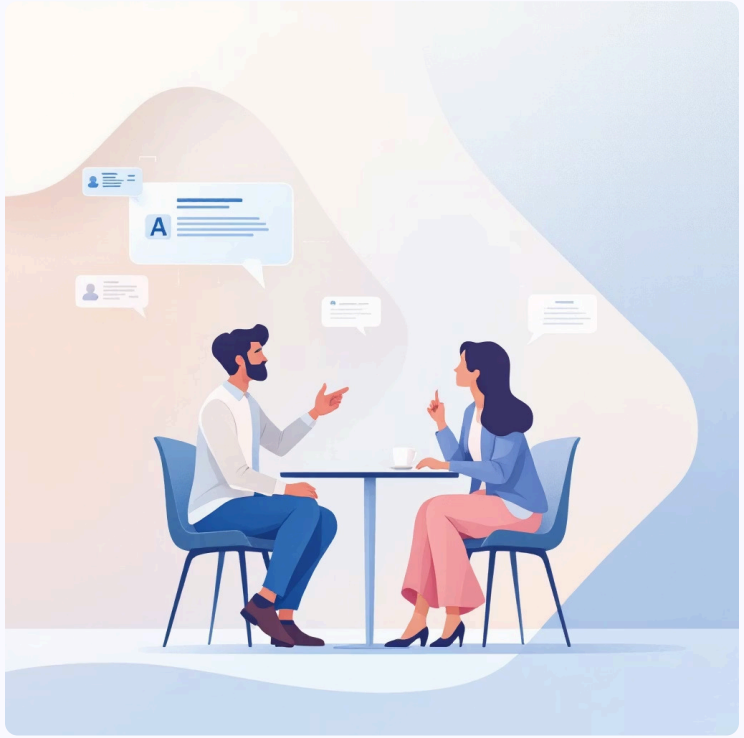
A great mentorship is a **dynamic, two-way partnership** built on mutual respect and open communication. This collaboration creates a confidential and supportive environment where you can share strategies, ask questions and celebrate successes together.

For mentors

Guide and support your mentee's development in using AI for teaching and learning through experience sharing and strategic guidance.

For mentees

Actively drive your own learning and growth by engaging fully in discussions and implementing new AI strategies.



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Tips for a successful mentorship

Communicate clearly

Establish a regular meeting schedule and preferred communication channel (e.g., email, chat) from the start.

Come prepared

Mentees: Come to each meeting with a few questions or topics you want to discuss (these would ideally be shared with the mentor beforehand through the preferred communication channel).
Mentors: Be ready to share experiences and challenges openly.

Set clear, practical goals

The core purpose of this programme is to help mentees progress along their AI integration journey. Use the **‘Pathways for Mentees’** available on our website as a guide to define what you want to achieve. These goals should also be aligned with the mentee’s professional development review (PDR).

Embrace learning

Remember to embrace the learning process. It's okay to make mistakes! Use challenges as learning opportunities and discuss them openly with your partner.

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2. Where to start?

Your first meeting is all about introductions and setting the stage for a successful partnership. It could look something like this:

1

Welcome and introductions

(15 min)

Get to know each other personally and professionally. These are some questions you could ask each other:

- What module(s) do you teach and what are your areas of expertise
- How long have you worked as a faculty member and how long have you worked at XJTLU?
- What made you decide to get involved in this mentorship programme?
- What are you most excited to learn or share about AI in education?

2

Discussing expectations

(15 min)

Share what you both hope to achieve and what success looks like in this programme. These are some questions you could ask each other:

- What would you consider a win for us in this mentorship?
- What do you expect from me as a mentor/mentee?
- What's your preferred style for receiving feedback?

3

Initial goal setting

(15 min)

Based on the **‘Pathways for Mentees’**, identify one or two goals to work on first and write them down (you can use the ‘Mentorship goals template’ in Appendix 1 for this - remember this is a live document that you can edit and tweak as your mentorship progresses). These are some questions you could ask each other:

- (Mentor to mentee) Looking a the 'Pathways for mentees’, where would you place yourself right now and where would you like to be by the end of the programme?
- (Mentor and mentee) What is the biggest challenge you're facing with AI right now?
- (Mentor to mentee) What is one specific, measurable goal you want to achieve with my help in the next few months?

4

Logistics and planning

(10 min)

Agree on meeting frequency, communication methods and scheduling processes for future sessions.

5

Wrap-up

(5 min)

Confirm next meeting plans and discuss any preparation needed for upcoming sessions.

If you like this structure, you can use the ‘First meeting agenda checklist’ in Appendix 2 during your meeting.

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3. Useful sample questions and activities

These questions are designed to get your conversations started and help you define your path forward.

1

To help mentees define goals:

- What teaching/research tasks feel repetitive and could benefit from AI streamlining?
- How can students use AI critically rather than passively?
- What specific outcomes do you want by May 2026?

2

To explore new ideas:
Beginner → Intermediate path

- **Discussion:** What is one task in your teaching or research that feels repetitive? How might AI help streamline it?
- **Activity:** Try a beginner-friendly tool like Canva AI or Grammarly together. Discuss what worked well and what felt difficult to use.
- **Reflection:** How can AI tools enhance or impede your teaching and your students' learning? How can we overcome the challenges?

3

To explore new ideas:
Intermediate → Advanced path

- **Discussion:** What are the most time-consuming parts of your teaching? Could AI help with them?
- **Activity:** Draft an activity where students co-create or co-produce a piece of work with an AI tool, and plan how it could be piloted it in a class.
- **Reflection:** How can AI tools enhance or impede your teaching and your students' learning?

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4. Key resources & support from EDU

1-on-1 or small group support

Our four Instructional Designers are available for consultations. If you need advice on a specific challenge or want to co-create AI-enabled resources, they are here to help! Get in touch by filling in **this form** or emailing **Nuria** (nuria.benaventesteve@xjtlu.edu.cn).

Templates

Below, in Appendix 3 and 4, you will find a template to help you create your learning portfolio (for mentees) and end-of-project report (for mentors), making it easier to track your progress and showcase your work.

Workshops and events

Attend the scheduled workshops and the End-of-year Showcase to connect with peers and celebrate your achievements.

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5. Reminder of end-of-project submissions

⚠ **May 2026 deadline - mark your calendars!**

Both mentors and mentees must submit their final documentation by **May 2026** to maintain programme eligibility and award consideration.

For mentees

Submit a meeting log and a short learning portfolio or video documenting your progress, confirm eligibility for the Certificate of Mentorship and provide evidence for the **AI Innovator Award**.

For mentors

Submit a meeting log and a short end-of-project report or video reflecting on the mentorship experience to confirm eligibility for the Certificate of Mentorship and consideration for the **AI Champion Mentor Award**.

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Appendix 1. Mentorship goals template

This template is a working document to help you define and track your progress in the AI Mentorship Programme. You can edit and update this at any time as your mentorship progresses.

You can access the Word version of this template **here**.

Goal #	What is the goal?	Actions needed	Success metrics	Timeline
E.g.	*Learn to use an AI tool to automate the creation of a quiz for my module.*	1. *Explore XIPU AI's quiz-generation features.* 2. *Generate a draft quiz with the tool.* 3. *Review and edit the questions for accuracy and clarity.* 4. *Test it ourselves and run a pilot test with a few students to get feedback.*	*The tool generates a 10-question quiz in under 10 minutes that works as it would be expected and receives a positive rating from students.*	*4 weeks. It will be finished by the end of November.*
1.				
2.				

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Appendix 2. First meeting agenda checklist

This checklist is a helpful guide for your first meeting. You can use it to make sure you cover all the key discussion points and set a solid foundation for your mentorship. Remember that in sections 2 and 3 you have some sample questions to help you cover these sections, if you need them.

You can access the Word version of this template **here**.

01

Welcome and introductions (15 mins)

- Get to know each other personally and professionally
- Share reasons for joining the programme
- Discuss what you hope to learn or share about AI in education.

02

Discussing expectations (15 mins)

- Define what a successful mentorship looks like for both of you
- Establish communication and feedback preferences
- Address any initial hesitations or concerns.

03

Initial goal setting (15 mins)

- Review **'Pathways for Mentees'** in our website to identify a starting point
- Agree on 1 or 2 clear, actionable goals
- Fill in the 'Mentorship goals template' together.

04

Logistics and planning (10 mins)

- Agree on regular meeting schedule and duration
- Choose a preferred communication method
- Decide on future session scheduling process.

05

Meeting wrap-up (5 mins)

- Confirm the plan for your next meeting
- Discuss any preparation needed for the next session.

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Appendix 3. AI Mentorship Programme meeting logs

Meeting #1

Date: *12th Nov. 2025*			
Time: *10am-11am*			
Attendants: *Name + Surname, Name + Surname...*			
Aspects discussed	**Goals achieved**	**Goals for next meeting**	**Thoughts/reflections**
Introductions and overview of the AI Mentorship Programme structure. Discussed personal expectations and previous experience using AI tools in teaching. Explored potential project ideas (e.g., creating an AI agent for supporting students in their assessment 1).	*· We got to meet each other better.* *· We established our means of communication and frequency of meetings.* *· Confirmed a plan for next meeting.*	*· Identify where in the module the AI could be implemented and outline a draft plan for experimentation.* *· Share initial resources and examples (mentor).*	*The meeting was positive and collaborative. It was reassuring to see that we share similar concerns about ethics, workload and assessment integrity.* *· Mentor: It was motivating to hear how the mentees plan to embed AI in their modules.* *· Mentee: I appreciated the open dialogue. I left the motivated to think about more cases where AI would be useful in my context.*

Meeting #2

Date:			
Time:			
Attendants:			
Aspects discussed	**Goals achieved**	**Goals for next meeting**	**Thoughts/reflections**

Meeting #3

Date:			
Time:			
Attendants:			
Aspects discussed	**Goals achieved**	**Goals for next meeting**	**Thoughts/reflections**

Meeting #4

Date:			
Time:			
Attendants:			
Aspects discussed	**Goals achieved**	**Goals for next meeting**	**Thoughts/reflections**

Meeting #5

Date:			
Time:			
Attendants:			
Aspects discussed	**Goals achieved**	**Goals for next meeting**	**Thoughts/reflections**

***** If you carry out more than 5 meetings, please copy and paste the table and log your 6+ meetings. Remember to keep the 'Signatures' section at the bottom of the document.

Overall attendance

Name of participants in this mentorship	Percentage of meetings attended
Name and Surname	*80% (4 of 5 meetings attended)*
Name and Surname	*100% (5 of 5 meetings attended)*
Name and Surname	*40% (2 of 5 meetings attended)*

Signatures

Please write your names and sign below each of them.

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Appendix 4. Template for learning portfolio (mentee)

The learning portfolio is a great way to document your progress and achievements throughout the programme. The following template is a resource designed to help guide you, but please feel free to use your own preferred format or method of documentation. The most important thing is that you're tracking your learning journey in a way that works for you. At the end, you will also find some guidance and tips in case you decide to do a video portfolio.

You can access the Word version of this template **here**.

Mentee learning portfolio

Mentee: *Your name*

Mentor: *Mentor's name*

Part 1: AI Integration Goals

My initial goals: *Based on our initial goal-setting meeting, what were your main objectives for this mentorship?*

Progress and achievements: *What progress have you made towards your goals? Please list 2-3 key achievements or milestones you reached.*

Part 2: AI activities in teaching and learning

This section is a record of the practical activities you've tried. For each one, provide a brief description and reflect on the outcome. It is highly recommended that you also include screenshots and/or video recordings that show your work.

Activity 1: *Name of activity/Tool used*

- Description:
- Purpose:
- Outcome and reflection: *What was the result of this activity? What did you learn from it? How did it impact your teaching or student learning?*

Activity 2: *Name of activity/Tool used*

- Description:
- Purpose:
- Outcome and reflection: *What was the result of this activity? What did you learn from it? How did it impact your teaching or student learning?*

Part 3: Overall reflection

In this section, please reflect on your entire mentorship journey. This is your chance to document your growth and learning.

Overall learning: *What has been your biggest takeaway from the programme? What new skills or knowledge have you gained in using AI?*

Suggestions for improving the mentorship programme: *Do you have any suggestions for improving the mentorship programme in the future?*

Guidance for a video portfolio

If you choose to create a video portfolio, here are a few tips to help you get started:

- **Keep it short:** 5-10 minutes.
- **Tell a story:** Use a clear structure with a beginning (your initial goals), a middle (your activities and achievements), and an end (your reflections and next steps).
- **Show, don't just tell:** Use screen recordings, images or short clips of the AI tools or activities you are discussing to make your points more concrete.
- **Be authentic:** This is about your personal learning journey. Be honest about what worked well and what was challenging.

Free video tools for creating your video

You don't need fancy software to create a great video. You can use videoconferencing tools already available at the university **Tencent**, **BigBlueButton** or **Teams**, where you can record yourself while sharing your presentation/screen when needed.

If you'd like to explore other video recording tools, you could consider using:

- **Canva**: This is an excellent option for creating presentations, and it also includes a free video editor that's very easy to use.
- **CapCut**: A very popular and user-friendly video editing app for both desktop and mobile.
- **Loom**: Great for quick screen recordings. You can record your screen and webcam at the same time to explain your work and reflections.

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Appendix 5. Template for end-of-project report (mentor)

This report is designed to help you reflect on your experience as a mentor and document your mentee's progress. While this template provides a useful structure, please feel free to use your own preferred format or method of documentation if you find it more suitable.

You can access the Word version of this template **here**.

Mentor end-of-project report

Mentor: *Your name*

Mentee: *Mentee's name*

Part 1: Mentorship summary

Goals of the mentorship: *Briefly describe the key goals you and your mentee set at the beginning of the programme.*

Engagement and communication: *How often did you meet with your mentee? What communication methods did you use?*

Part 2: Key achievements and impact
Highlight the main successes of the mentorship. What are you most proud of?

- **Achievement 1:** *Describe the mentee's achievement*
  Describe the activity, challenge or project that your mentee successfully completed. What was the outcome?

- **Achievement 2:** *Describe the mentee's achievement*
  Describe the activity, challenge or project that your mentee successfully completed. What was the outcome?

Personal impact: *Beyond the specific goals, how did you observe your mentee's confidence and skills grow over the course of the mentorship?*

Part 3: Reflection on the mentoring experience
This section helps you reflect on your experience as a mentor.

My learning: *What did you learn about mentoring or about yourself as a professional during this programme?*

What worked well: *What aspects of the mentorship were most effective?*

Challenges: *Did you encounter any challenges, and how did you address them?*

Suggestions for improving the mentorship programme: *Do you have any suggestions for improving the mentorship programme in the future?*

Video guide for mentor report

This guide is for mentors who choose to submit their end-of-year reflection report as a short video. A video can be a great way to tell the story of your mentorship journey and showcase the progress you and your mentee have made.

- **Keep it short:** aim for around 5 minutes (10 minutes max).
- **Tell a story:** Use a clear narrative structure that follows your mentorship journey. You can use the sections from the end-of-project report template to guide you.

- **Beginning:** Set the stage by talking about the initial goals you and your mentee set at the start of the program.

- **Middle:** Focus on the key achievements and the impact of your mentorship. This is where you can describe the activities you did and the progress your mentee made.

- **End:** Reflect on your own experience. Share what you learned from being a mentor and any suggestions you have for the program's future.

- **Show, don't just tell:** Make your video more engaging by including visuals. Consider using:

- Screen recordings of you or your mentee using a specific AI tool.
- Before-and-after examples of a resource or project that was improved with AI.
- A brief interview with your mentee (if they're comfortable) sharing their perspective.

- **Be authentic:** This video is about your personal experience as a mentor. Be honest about what worked well and what challenges you faced. Your candid reflections are the most valuable part of the report.

Free video tools for creating your video

You don't need fancy software to create a great video. You can use videoconferencing tools already available at the university **Tencent**, **BigBlueButton** or **Teams**, where you can record yourself while sharing your presentation/screen when needed.

If you'd like to explore other video recording tools, you could consider using:

- **Canva**: This is an excellent option for creating presentations, and it also includes a free video editor that's very easy to use.
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