



IBSC Action Research Program

The Role of the Mentor

The mentor serves as a trusted advisor and critical friend who guides the researcher on their action research journey.

- The head of school nominates the mentor for each of their school's researchers.
- The IBSC Action Research program coordinator and team advisors email mentors in February 2020. From then on, mentors get copied on any major notification emails sent to researchers or if there is a problem needing the mentor's intervention.
- Mentors touch base with the team advisor and program coordinator from time to time by responding to emails received.
- In addition, mentors submit two short reports to team advisors on their researcher's progress, one in September 2020 and the other in March 2021. These dates will be confirmed closer to the time by the program coordinator.
- Mentors also have access to the main IBSC Action Research site and individual team sites, where they can follow the progress of researchers.
- Ideally, mentors schedule a regular weekly or fortnightly meeting with their researchers to discuss progress at each stage of the project and provide guidance and feedback. The role of advisor and critical friend is vital to ensure the research is authentic and credible.
- Mentors work with researchers to encourage them to share their findings, within their own school community as the project progresses and with a wider audience once they complete the report.
- While the team advisor provides regular and detailed feedback around the action research project, each submission also needs to be copy edited to ensure that the writing and APA referencing is correct, according to the IBSC Action Research Guidelines. The mentor ensures all submissions and the final report have been edited and correctly referenced ahead of publication.
- Meeting deadlines can prove challenging for researchers. We hope mentors assist them wherever possible to ensure their submissions come in on time. Find the schedule of deadlines on the website. Should a researcher miss more than two major deadlines, they may be asked to withdraw from the project.
- On average, this position requires around an hour per week. It is important for the mentor to consider this before committing to the role.

David Armstrong, IBSC Executive Director

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Margot Long, IBSC Action Research Program Coordinator

October 2019