The mentor serves as an editor, trusted advisor, and critical friend who supports the researcher through the action research journey.

- The head of school nominates the mentor for each action researcher.
- The IBSC Action Research Program coordinator and team advisors email mentors in March 2025, with details and expectations of the program which include a video providing an overview of the program, a schedule specific to mentors, and a tip sheet.
- Mentors get copied on any major notification emails sent to researchers or if there is a problem that requires the mentor’s intervention.
- Mentors must respond to periodic inquiries from the team advisor and program coordinator relating to report submissions, researcher progress, etc.
- Proofreading submissions is a key role of the mentor. While the team advisor provides regular and detailed feedback about the action research project, each submission also needs copyediting to ensure correct writing and APA7 referencing, according to the IBSC Action Research Guidelines. Each action researcher must have their work proofread by the mentor (or the mentor may ask a preferred faculty member with writing expertise to edit) prior to submitting to their team advisor. The mentor ensures all submissions and the final report have been edited and correctly referenced prior to publication.
- Mentors submit two short reports to team advisors on the researcher’s progress: one in September 2025 and one in March 2026. The program coordinator will confirm these dates closer to the deadline.
- 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 mentor is vital to ensure the research is authentic and credible.
- Mentors work with researchers to encourage them to share their findings and celebrate their work, within their own school community as the project progresses and with a wider audience once they complete the report.
- Meeting deadlines can prove challenging for researchers. We hope mentors assist them wherever possible to ensure their submissions arrive on time. Should a researcher miss more than two major deadlines, they may be asked to withdraw from the project.
- Mentors must build time into their schedule to accommodate the needs of the researcher. While this time commitment will vary based on the phase of the project, it is important for the mentor to consider their availability before committing to the role.

Amy Ahart, IBSC Chief Operating Officer
Di Laycock, IBSC Action Research Program Coordinator

May 2024