



**School-Based Mentor Agreement**  
**Library Media Education**  
Educational Studies: K-12 and Secondary Programs

Required for all applicants seeking LME Internship

**Candidate Completes:**

Candidates Name: \_\_\_\_\_  
First Last

Intended Program:  
School Library Media

**School-based Mentor Completes**

*Please read each of the statements below and provide your signature after each statement, and return to the address listed below.*

Current Teaching License: \_\_\_\_\_ Date \_\_\_\_\_

School-based Mentor's Name: \_\_\_\_\_  
Salutation First Last

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School Address: \_\_\_\_\_  
(Street)

City State Zip code

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

The school-based mentor's role is a very critical role in the success and preparation of school library media candidates. A mentor provides opportunities for professional growth and on-going assessment of the candidate's knowledge, skills and dispositions. The success of the mentorship is dependent on the ability of the school-based mentor to familiarize the school library media specialist candidate with the functions of their assigned school library media center. They will also be available throughout the internship to provide guidance and answer questions aligned with their school library media assignments.

**Note:** All school library media specialists need to develop proficiencies for working with students from diverse backgrounds (students of color, English as a second language, etc....) and with exceptionalities (students with special needs) to ensure that all students have the opportunity to learn. As a result all candidates will be provided with opportunities to work with in diverse setting.

- 1) I understand that the above named candidate will be completing their 8 week internship at this school. I understand that the candidate is seeking add-on licensure in school library media from the state of Minnesota or surrounding state, and will be working with K-12 students in the area of school library media listed above on a daily basis. I also understand that the requirements for this experience include:
  - a. Serving as a school library media specialist for 8 weeks;
  - b. Serving as a school library media specialist, NOT a paraprofessional. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 2) To provide an optimal school library media internship, the candidate will be involved with planning, instructing, assessing, program administration, and other duties assigned to a licensed K-12 school library media specialist. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 3) I understand to provide an optimal experience I will need to provide a minimum of 4 hours of contact per week with the candidate during the 8 week internship. However, the contact can be through email, telephone or video conferencing. I also understand and agree to provide the following:
- a. Answer questions, problem-solve, and suggest resources for the candidate. Specific questions may relate to some of the following areas: planning and instructing, information literacy assessment and curriculum alignment, program administration....;
  - b. Establish and maintain a trustful, confidential and non-evaluative relationship with candidate.
  - c. Serve as a Peer "Coach", providing opportunities for inter-visitation, demonstrating/modeling and conferring with the LME internship coordinator.
  - d. Assist candidates in using collected data to work on the design and implementation of a comprehensive school library media plan that focuses on high standards and achievement for all students including those who are LEP and/or receive special education services.
  - e. Model appropriate and innovative school library media methodologies through techniques such as collaboration teaching, demonstrations, simulations and consultations.
  - f. Act as a liaison between the candidate, entire school staff and the administration to promote the positive aspects of mentoring.
  - g. Meet periodically with the LME representative.
  - h. Promote collegiality through fostering an atmosphere of cooperation and communication among school personnel.
  - i. Maintain and submit required documentation. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 4) As a school-based mentor I understand that I have the following responsibilities:
- a. Honor the time commitment you have made to the candidate by being consistent and available;
  - b. Foster a positive work-related relationship with the candidate;
  - c. Work with the candidate to encourage and advance educational goals;
  - d. Expose the candidate to the world of librarianship and the importance of school/community-related skills needed for success;
  - e. Demonstrate the relevance of the following values:
    - i. Reliability
    - ii. Teamwork
    - iii. Attendance
    - iv. Responsibility
    - v. Loyalty
    - vi. Work ethic
  - f. Be non-judgmental and accepting of other lifestyles, cultures, socio-economic status, religious affiliations, etc.... *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 5) I understand that the candidate will document contact time as part of the requirement for the internship. I also understand that I will receive a form from the LME internship coordinator for me to document contact with the candidate. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 6) Minnesota State University, Mankato will provide supervisors to conduct formal and informal observations throughout the internship. During the internship, the LME internship coordinator will meet (face to face) with the mentor teacher and candidate to discuss the progress and performance of the candidate. *I understand this requirement and agree to cooperate with it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgment & Acceptance:**

I have reviewed this document. My signature means that I understand what is expected of me as a school-based mentor in the school library media program, and that I will do my best to follow the aforementioned guidelines/agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mailing address:** Dr. Linda Underwood, Educational Studies: K-12 and Secondary Programs, 313 Armstrong Hall, Mankato, MN 56001 (507) 389-5708. or (507)-389-1965 Vicky Hudson: Administrative Assistant.