



- 3) The candidate is a paid employee of the district; I understand that the candidate is under the direct supervision of the administrator. *I understand this requirement and agree to cooperate with it.*

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

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

- 4) I understand to provide an optimal experience a school-based mentor will need to be assigned to the candidate. I also understand and agree to provide the following:
- a. A school-based mentor and compensation to attend a week long workshop for mentorship and technology training in order to work and guide the candidate throughout the internship experience, as well as other possible meetings outside the school day;
  - b. Provide one additional course release time (in addition to regular preparation time) for both the school-based mentor to conduct observations and evaluation of the candidate, and for the candidate to observe other instructional practices and attend seminars as needed. The arrangement should be such that school-based mentor has one course/period release time to observe the candidate and the second for the mentor to meet with the candidate to discuss the observations, concerns, etc.... and reflect on the profession of teaching. A similar arrangement for the candidate needs to be in place, to allow the candidate to observe the mentor's and other classrooms and teaching practices, and a common time to meet with their school-based mentor.
  - c. Provide the necessary technology (i.e., computer, software, etc...), tech. support, and access to the internet (broad band). *I understand this requirement and agree to cooperate with it.*

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

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

- 5) Minnesota State University, Mankato will provide supervisors to conduct formal and informal observations throughout the internship. During the internship, the university supervisor will meet (either face to face or via internet) 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: \_\_\_\_\_

- 6) Minnesota State University, Mankato will provide candidates with a digital camcorder, tripod, USB or Firewire, and the internet platform (E/Pop) to conduct classroom observations and discussion via the internet and video streaming. As a result of this I understand that the candidate and students within that classroom will be on a live video feed to the university supervisor and will be recorded for reflective and educational purposes only. *I understand this requirement and agree to cooperate with it.*

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

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

- 7) I understand that all data created or collected as part of the MN TAPP program is part of an educational program and will not be used by the District for evaluation or other purposes. I specifically recognize that the school-based mentor will not be required to provide any evaluative or observation data to the District.

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

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

Please complete the following contact information below.

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

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

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

**Acknowledgment & Acceptance:**

I have reviewed this document. My signature means that I understand what is expected of me as a site-based administrator in MN TAPP, and that I will do my best to follow the aforementioned guidelines/agreement.

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

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

**Mailing address:** Graduate Coordinator, Educational Studies: K-12 and Secondary Programs, 313 Armstrong Hall, Mankato, MN 56001. (507)-389-6116 Karla Worden: Administrative Assistant or (507)-389-1965 Vicky Hudson: Administrative Assistant.