



School-based Mentor Agreement
MN Teacher Alternative Preparation Programs
Educational Studies: K-12 and Secondary Programs

Required for all applicants seeking Internship

Candidate Completes: (Please type your response to facilitate reproduction)

Candidates Name: _____
First Last

Intended Program (Check One):

- Teaching Certificate (Licensure) only Masters degree with teaching certificate (MAT)

Area of Licensure _____ Grade Level: _____

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 teacher candidates. A mentor provides opportunities for professional growth and on-going assessment of the candidate's knowledge, skills and dispositions. The initial contact with the teacher candidate should take place on the during the mentorship training. The one-day training session provides an overview of the mentorship program, University and district expectations, and an in-depth segment on preparing the teacher candidate for the classroom. Formal and informal classroom observations will be performed throughout the program. The structure of the observations correlates with Charlotte Danielson (1996), *Enhancing Professional Practice: A Framework for Teaching*. Each school-based mentor will complete a week-long training session to learn the methods and application of the Framework Observation Program, the on-line components, video-streaming and to outline their roles and responsibilities. The school-based mentors will receive a timeline and a checklist of tasks that they will share and discuss with the MSU teacher candidate.

The school-based mentor should introduce the teacher candidate to the staff, the daily operations, and the building resources. The success of the mentorship is dependent on the ability of the school-based mentor to familiarize the teacher candidate with the functions of their assigned grade level and curriculum area. They will also be available throughout the program to provide guidance and answer questions aligned with their teaching assignments.

Note: All teacher candidates 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 her/her year-long internship at this school. I understand that the candidate is teaching on limited license from the State of Minnesota, and will be working with K-12 students in the area of licensure listed above on a daily basis. I also understand that the requirements for this experience include:
- a. Teaching full-time for the school calendar year;
 - b. Serving as a classroom teacher, NOT a paraprofessional. *I understand this requirement and agree to cooperate with it.*

Signature: _____

Date: _____

- 2) To provide an optimal internship/teaching experience, the candidate will be involved with planning, instructing, assessing, reporting student progress, and other duties assigned to a licensed K-12 teacher in the area of licensure stated above. *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 year-long internship. However, the contact hours at the beginning of the internship will be most likely be 8 to 10 hours per week. Although some of the contact may take place via phone, email, most should occur face to face. 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, assessing for student learning and curriculum alignment, reporting/grading, etc....;
 - 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 candidate and Candidate Support Team (CST).
 - d. Develop and conduct a daily in-school program that is tailored to the teacher candidate's professional interest, concerns, and needs.
 - e. Assist candidates in using collected data to work on the design and implementation of a comprehensive educational plan that focuses on high standards and achievement for all students including those who are LEP and/or receive special education services.
 - f. Model appropriate and innovative teaching methodologies through techniques such as team teaching, demonstrations, simulations and consultations.
 - g. Act as a liaison between the candidate, entire school staff and the administration to promote the positive aspects of mentoring.
 - h. Meet periodically with CST and university faculty representatives.
 - i. Promote collegiality through fostering an atmosphere of cooperation and communication among school personnel.
 - j. Maintain and submit required documentation (mentoring plan, monthly log of mentoring activities, etc...). *I understand this requirement and agree to cooperate with it.*

Signature: _____

Date: _____

- 4) I understand to provide an optimal experience the school district will:
- a. Compensate me for attending 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 of the school day;
 - b. Provide one additional course/period release time to observe and meet with the candidate to discuss the observations, concerns, etc.... and reflect on the profession of teaching.

Signature: _____

Date: _____

- 5) 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 teaching 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: _____

- 6) 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 letter from the Student Teaching Coordinator documenting my contact hours with this candidate. These hours may be used for continuing education credit. *I understand this requirement and agree to cooperate with it.*

Signature: _____ Date: _____

- 7) I understand that Minnesota State University, Mankato will provide a week long training period during in which candidates and school-based mentors will be training in mentoring, on-line instruction, video conferencing, etc.... I agree that I will attend this week long training period. *I understand this requirement and agree to cooperate with it.*

Signature: _____ Date: _____

- 8) 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: _____

- 9) 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: _____

Acknowledgment & Acceptance:

I have reviewed this document. My signature means that I understand what is expected of me as a school-based mentor 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.