**![MCj02811570000[1]]()**

**Full Semester Mentor Teacher Responsibilities**

**Spring 2015**

***During the semester you, the mentor teacher will complete two formal evaluations (mid-term at the 7 week mark and final at the 14 week mark) of the intern and submit those responses electronically to the College of Education. An electronic link with the intern’s private code will be sent to you by week six. The intern will complete three self-assessments during the course of the internship. Please review these assessments with the Intern and the University Supervisor (US).***

**1/5-1/9: Your intern is encouraged to spend at least five hours with you during this week. Please let them know what times are best for you. (NOT 5 year pathway students, only undergraduates and Post Bacc students.)**

**January 9th- Orientation for all Post Bacc and undergraduate full time interns ONLY (not 5 year pathway students); mentor teachers are encouraged to attend.**

## Week 1 (1/12-1/16) \*\*\*Meet with University Supervisor & Intern & Schedule First Observation to take place during week 3.\*\*\*

* Let your intern know how he/ she can help you arrange the classrooms, put up bulletin boards, organize materials for the first week, etc.
* Provide the intern dates of faculty meetings, conference nights, and other required events outside of the contract day.
* Show your intern materials in the classrooms as well as other resources in the school including technology equipment such as interactive white boards, Elmos, United Streaming, iPads, etc…
* Introduce your intern to other teachers and school personnel
* Discuss how your intern can be involved in class activities.
* If you think it is appropriate, allow your intern to write a brief letter to the parents/guardians of the students. Approve the letter before it is sent home.
* Set a tentative schedule for the next few weeks on how the intern will assume responsibility for teaching the different subjects. Plan for when you anticipate the intern will be doing full-time teaching.
* Advise your intern on what units he/she may want to plan and when to teach these units.
* Allow your intern to observe your teaching and classroom management.
* Help your intern learn the class schedule and class routines and class rules
* Allow the intern to assume some general procedural activities.
* Help the intern locate curriculum guides (county, school, grade level)
* Set up methods for regular communication with your intern
* Show the intern the sketch plans in your plan book and other more extensive plans you may have.
* Help the intern set goals for the week.

**Week 2 (1/19-1/23)**

* Allow the intern to assist you with daily routines.
* Let the intern "spot teach" from your plans and/or plans you have developed with the intern, work with small groups of students, and assist individual students.
* Allow your intern to assume responsibility for planning and teaching ***one block.***
* Help the intern set goals for the week.
* Decide on how will you give your intern feedback
* Give the intern oral and written feedback (CC’ed to the US) on their plans and teaching.
* Help your intern select a time ***to video record one lesson***.
* Introduce your intern to school personnel they may not have already met.
* Help your intern gather instructional materials and suggest ideas for lessons and units.

## Week 3 – Week 6 (1/26-2/20)

Permit the intern to continue to maintain daily routines

* Permit the intern to assist you in all of the responsibilities of a classroom teacher
* ***Interns should be responsible for all aspects of the planning/ teaching/ assessment process (supervised by you) for at least 75% of your responsible teaching time for at least 4-6 consecutive weeks between Week 5 and Week 12. If you team-teach your classes, then the intern should team-teach as appropriate!***
* ***First Scheduled Observation must take place by the end of week 3!***
* Help your intern become involved in grade-level team planning, if applicable.
* Help your intern gather instructional materials and suggest ideas for lessons and units.
* Review the intern’s lesson plans each week. Make suggestions when necessary.
* Review the intern’s goals each week. Make suggestions for goals to work on.
* Guide the intern in planning and implementing his/her units.
* Encourage your intern to save items for his/ her portfolio.
* ***Interns will attend a MANDATORY Professional Development day on Friday, February 20th on the Stafford Campus in U-Hall (Post baccs and Undergraduates only). Five year pathway students completed this session in the Fall.***
	+ **Prepare your midterm assessment on the electronic Assessment Form and discuss with your intern. The intern will complete a self-assessment on his/her copy of the assessment form. You and your intern should plan a time to discuss both of your forms and also share your assessments with the University Supervisor by week 7.**

## Week 7 – Week 12 (2/23-4/3)

* Permit the intern to continue to maintain daily routines.
* Permit the intern to assist you in all of the responsibilities of a classroom teacher.
* ***Interns should be responsible for all aspects of the planning/ teaching/ assessment process (supervised by you) for at least 75% of your responsible teaching time for at least 4-6 consecutive weeks between Week 5 and Week 12. If you team-teach your classes, then the intern should team-teach as appropriate!***
* Help your intern gather instructional materials and suggest ideas for lessons and units. Balance the amount of materials you provide and those he/she finds.
* Review the intern’s lesson plans each week. Make suggestions when necessary.
* Review the intern’s goals each week. Make suggestions for goals to work on.
* Guide the intern in planning and implementing his/her units
* Guide the intern in planning for and using a variety of assessments.
* Assist the intern in video recording a lesson.
* Arrange for your intern to observe other teachers, especially those at different grade levels, those with different styles of teaching, and those whom you recommend for their expertise.
* Review the intern’s video self-assessment and discuss this information with the US and Intern.

## Weeks 13-14 (4/13-4/24)

* Help the intern ease out of the internship by assuming more of your teaching responsibilities.
* Near the end, work with your intern in planning on how to phase out his/ her instruction and prepare the students for his/ her departure.
* Arrange for the intern to observe some other teachers.
	+ **Prepare your final assessment using the link to the web-based assessment tool.** **The intern will complete a self-assessment on his/her copy of the assessment form. You and your intern should plan a time to discuss both of your forms and also share your assessments with the University Supervisor.**

**Thank you for all that you do.**