**MCj02811570000[1]**

**Full Semester Mentor Teacher Responsibilities**

**Fall 2013**

**8/26-8/31- Your intern will spend at least five hours with you during this week. Please let them know what times are best for you.**

## Week 1 (9/3-9/6) \*\*\*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 (9/9-9/13)**

* 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 (9/16-10/11)

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.

\*All interns will report to the Stafford campus on 2/18 for a day-long PD day.

* + **Prepare your midterm assessment on the electronic Assessment Form and discuss with your intern. The intern will do 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 (10/14-11/22)

* 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.

## Weeks 13-14 11/25-12/6

* 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.**