

Thank you for welcoming a Plymouth State University graduate student into your classroom to complete their teacher preparation field experience. As a mentor teacher, you are one of the teacher candidate's most important resources. You have been selected because of your recognized teaching skills and qualifications. As such, you will function as a mentor to your teacher candidate and will provide regular positive feedback, constructive review, and meaningful suggestions to improve his/her teaching. Your active involvement is critical to the student's successful teaching experience.

The following is a guideline of what we ask you, the Mentor Teacher, to do for the PSU graduate teacher candidate during their field experience. Should you have questions or concerns throughout the student's field experience, please do not hesitate to contact Lynnette Lawrence, Graduate Certification Coordinator, at [lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu) or (603) 535-3344.

*Regarding graduate teacher candidates the Mentor Teacher should:*

- Review the teacher candidates resume and professional statement.
- Introduce the teacher candidate to school personnel.
- Help the teacher candidate become acquainted with the school (Tour the teacher candidate through your building, highlighting the main office, nurse's office, guidance office, library, audio-visual equipment location, and instructional supply storage).
- Discuss teaching philosophy, school philosophy, school policies, rules and regulations.
- Share resource and reference materials that have been effective.
- Assist in both long-term and short-term planning of lessons and units.
- After observing a lesson, offer feedback that is both positive and constructive. Teacher candidates appreciate immediate feedback.
- Work with the teacher candidate in developing classroom management skills.
- Provide opportunities for teacher candidates to communicate and interact with students' parents/families.
- Confer regularly and frequently with the teacher candidate.
- Maintain ongoing communication with the teacher candidate's clinical faculty supervisor. Please contact the University clinical faculty that has been paired with the teacher candidate if you feel there is a problem that needs attention. It is important to identify a potential problem early so the teacher candidate has an opportunity to correct the situation.
- Complete midterm and final evaluations in a timely manner.
- In supporting Plymouth State University's effort to "go green" we ask that you complete and submit the forms electronically (Instructions for obtaining, completing and submitting online evaluation forms follow).

## OBTAINING AND SUBMITTING ONLINE FORMS

### Directions for Retrieving Forms

1. Access graduate forms through the following link [www.plymouth.edu/graduate/forms](http://www.plymouth.edu/graduate/forms).
2. At the bottom of the forms page you will find the heading “Forms for Clinical Faculty, Mentor Teachers, and Interns.” Select the evaluation form for the teacher candidate’s program (if there is not a subject specific evaluation, select the “Non-Specific Graduate Internship/Practicum Evaluation”).
3. When the form opens, save the form on your computer, either to your desktop or your documents folder, before beginning to complete the form.

### Directions for Completing Forms

1. When you are ready to complete the evaluation form, open the file that you saved to your computer, and electronically highlight or underline all pertinent information ensuring to:
  - Select Mentor Teacher
  - Specify the form you are submitting (Midterm or Final)
  - Fill in all requested information (date, student’s name, your name, term, grade level, subject, etc.)
2. Continue to fill in all other sections of the form, ensuring to highlight or underline whether the teacher candidate is Target, Approaching Target or Does Not Meet Target.

**MIDTERM REMINDER:** A student can be in more than one category (ie: Approaching Target **AND** Target) at the time of the midterm observation. You must highlight or underline all aspects of the supporting criteria under each category, as well as selecting the sources of evidence.

**FINAL REMINDER:** A student can be in **ONLY ONE** category (ie: Approaching Target **OR** Target) at the time of the final observation. Be sure to highlight or underline all sources of evidence. (It is not necessary to highlight or underline the supporting criteria under each category for the final).

### Directions to Electronically Submit Forms

- Submit the forms as an e-mail attachment to: [lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu). (To add attachments to an e-mail, select “add attachments” or in some cases click on the paper clip. Browse your files for the saved evaluation, and add the attachment to your e-mail).
- In the reference line of your e-mail, please reference the Student’s Name and Midterm or Final)
- Send your message.

### Criteria for serving as a Mentor Teacher

- Must be recommended by his/her principal.
- Must possess a bachelors or masters degree.
- Must hold certification in the endorsement area the teacher candidate is pursuing.
- Minimum three years certified teaching experience (preferably teaching in certification area).

## **Mentor Teacher Tuition Vouchers**

As a gesture of appreciation for your service to Plymouth State University, you will receive a full tuition voucher toward one, three credit, graduate (5000-7000 level), Plymouth State University course (excluding fees), either on or off campus. The voucher must be used during the summer, fall, winter or spring graduate terms within the fiscal year following your mentorship (summer term begins July 1, 2010 – spring term ends June 30, 2011) and has no cash value. The completed voucher must be submitted with a PSU course registration form. Graduate course schedules can be accessed online at [plymouth.edu/graduate/courses](http://plymouth.edu/graduate/courses). A tuition voucher does not guarantee acceptance into a particular course and cannot be used for PSU doctoral program courses. The voucher is non-transferrable and tax liability is the responsibility of the registrant.