RESPONSIBILITIES OF THE MENTOR TEACHER

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 the Plymouth State University Office of Teacher Certification at (603) 535-2224.

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/academics/forms/
2. In the middle of the forms page you will find the heading “Forms for Clinical Faculty, Mentor Teachers, School Administrators and Teacher Candidates.” 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: teacher_cert@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 Compensation

As a gesture of appreciation from Plymouth State, each mentor teacher is eligible for either one, 3 credit tuition voucher for a Plymouth State University Graduate course (5000-7000 level only) or a $500 stipend.

Voucher: The vouchers are non-transferrable, fees are not included and any tax liability is the responsibility of the registrant. The voucher expires in 12 months from the end of the mentorship term and has no cash value. A tuition voucher does not guarantee acceptance into a particular course and cannot be used for PSU doctoral program courses.

Stipend: To receive the stipend, the mentor teacher will complete HR paperwork including a notarized I9 in advance of the student starting their experience. This paperwork undergoes significant scrutiny which requires us to have a deadline of a minimum of three weeks prior to the start of the student teaching. Should correct paperwork not be completed in a timely manner, then we would automatically convert the stipend to an offer of the tuition voucher.