**Mentor Teacher Responsibilities**

Below is a sample timeline for Mentor Teacher responsibilities for a student who is spending the **entire 16 weeks** with the same teacher.

**During the First Two Weeks:**

* Review Professional Dispositions and the with Teacher Candidate.
* Meet University Supervisor. Email University Supervisor updates, progress, questions or concerns at least bi-weekly.
* Lesson and Unit Planning - Discuss planning of unit and lessons with Teacher Candidate. Specifically, work with the Teacher Candidate on the dates and topic for KPTP unit which must be completed during the first eight weeks of the semester.

**Weeks 3-4:**

* Observation and Conference 1 - Plan with Teacher Candidate for the first observation of teaching a lesson. Use the observation feedback form to give input to your Teacher Candidate. Send/give the University Supervisor a copy of this form. Feedback from this observation will be used to complete the Teacher Summary Evaluation Form.
* The Teacher Candidate is required to submit a full Lesson Plan on the Education Department’s Lesson Plan Template to the formal observer (Mentor Teacher or University Supervisor) at least 3 days before a lesson is formally observed. If the Lesson Plan is NOT complete or requires revision then it will be assumed the Teacher Candidate is not prepared to teach, and the formal observation must be rescheduled by the Mentor Teacher or the University Supervisor. The Mentor or Supervisor should coach the Teacher Candidate through the Lesson Plan, particularly in the beginning.

**Weeks 5-7:**

* Observation and Conference 2 - Plan with Teacher Candidate for the second observation of the lesson. Use the observation feedback form to give input to your Teacher Candidate. Send/give the University Supervisor a copy of this form. Feedback from this observation will be used to complete the Teacher Summary Evaluation Form. This observation may occur during the KPTP Unit.
* Help the Teacher Candidate videotape at least two lessons from the KPTP unit. The Teacher Candidate will have to have the KPTP completed during this period. (See Dates to Remember for deadline date.)

**End of Week 8:**

* Mid-Term Conference - Discuss planning, instruction, classroom management, and other topics of your choice that will help the student teacher's skills to grow, especially when planning and implementing units.
* Submit Teacher Summary Evaluation Form and Professional Dispositions Evaluation online at the Reflective Educator Wiki (<https://reflective-educator.wikispaces.com/>) as a mid-term evaluation at the end of eight weeks of placement.

**Weeks 9-15:**

* Observation and Conference 3 - Plan with Teacher Candidate for the third observation. Use the observation feedback form to give input to your Teacher Candidate. Send/give the University Supervisor a copy of this form. Feedback from this observation will be used to complete the Teacher Summary Evaluation Form.
* Observation and Conference 4 - Plan with Teacher Candidate for the third observation. Use the observation feedback form to give input to your Teacher Candidate. Send/give the University Supervisor a copy of this form. Feedback from this observation will be used to complete the Teacher Summary Evaluation Form.

**Week 16:**

* Final Conference - Discuss progress of planning, instruction, classroom management, etc., pointing out progress made. Discuss the unit plan implementation and impact of Teacher Candidate's instruction on students learning throughout the second eight weeks.
* Submit Teacher Summary Evaluation Form and Professional Dispositions Evaluation online at the Reflective Educator Wiki (<https://reflective-educator.wikispaces.com/>) as a final evaluation at the end of student teaching.

**Direct Links to All Evaluations:**

Observation Feedback Form:  <Observation_Feedback_Form_6_17.html>

Teacher Summary Evaluation:  <https://form.jotformpro.com/72108709052957>

Professional Disposition Evaluation: <https://form.jotformpro.com/72134845058963>

**DATES TO REMEMBER for FALL 2017:**

* Monday, August 7 – First Seminar for Student Teachers – CA 200 – 4:30 p.m.
* Thursday, August 10– Mentor Teacher Information Session – CA 200 – 4:30 p.m. (You do not attend, but please make sure your Mentor Teacher knows about this meeting.)
* Friday, September 8 – Application for Degree (Graduation) Due
* Friday, October 6 – End of Student Teacher Placement #1
* Monday, October 9 – Begin Student Teacher Placement #2
* Sunday, November 12 – KTPT Due
* November – Check on Deadline to Order Cap/Gown
* Thursday, November 30 – Student Teacher Tea – 4:30 p.m. – Bradbury Thompson
* Friday, December 1 – Last Day of Student Teaching
* Tuesday, December 5 - Education Interview Day – 8 a.m.-4 p.m. - Union
* Friday, December 15, 2017 – Fall Commencement – 6:30 p.m. – Lee Arena