

**Student Teacher Mentor Teacher Guidelines for Split Placements**

**General: (pages from student teaching handbook)**

* 14 weeks in length (not counting breaks); seven weeks (or so) for each placement.
* Student teacher (ST) present for all contract times and responsibilities (when appropriate)
* Introduce ST as a teacher from beginning of experience. Initially provide some teacher-like responsibility for ST to help them develop their teacher presence
* Co-teaching model – (goal: shared classroom environment that must work for both parties- if not lead teacher, ST should be actively monitoring and working with students) (page 5 in handbook-timeline on page 9)
  + Week 1: observations
  + Weeks 2 and 3: some teaching responsibility
  + Weeks 4-7: Lead teaching responsibility
* Liability: The ST is not covered legally by the school. If mentor is absent, a substitute is needed. (page 6)
* Attendance- ST expected to be there all day every day. If ill, ST should notify mentor teacher by 6:30 am that morning. (page 6)
* Planning: ST required to submit basic lesson plans for every lesson; an extended formal lesson plan required for formal observations only. Lesson plans should be submitted in advance.

**Mentor Paperwork: All forms are available on the education department website: education.hanover.edu under *Resources and Documents* tab. https://education.hanover.edu/resources/**

* 3 formal observations- Provide written feedback on a selected lesson (scheduled in advance) with the student teacher providing a formal lesson plan. (lesson plan format on page 14) (2 in general ed placement and 1 in SPED); 2 in each placement if two regular classrooms
* Initial and final evaluation required: Meeting with college supervisor, mentor teacher and student teacher to provide feedback over the entire ST performance. Required initially (approximately week 4) for baseline and guidance for goals to reach by at the end of student teaching.
* Complete mentor teacher credential form and W-9 (for stipend). Email Cheryl Torline, ([torline@hanover.edu](mailto:torline@hanover.edu)) student services coordinator, with questions and to return documents.

**General Mentor Expectations (page 7)**

* Include student teacher in all grade level/team meetings and planning
* Resource for student teacher providing feedback on daily basis
* ST may ask for some guidance in meeting ST requirements in planning for interdisciplinary unit and videotaping. ST are also asked to submit weekly journals and do a pre/post assessment project.
* Stay in regular contact with student teacher supervisor from College

**THANK YOU!!!**