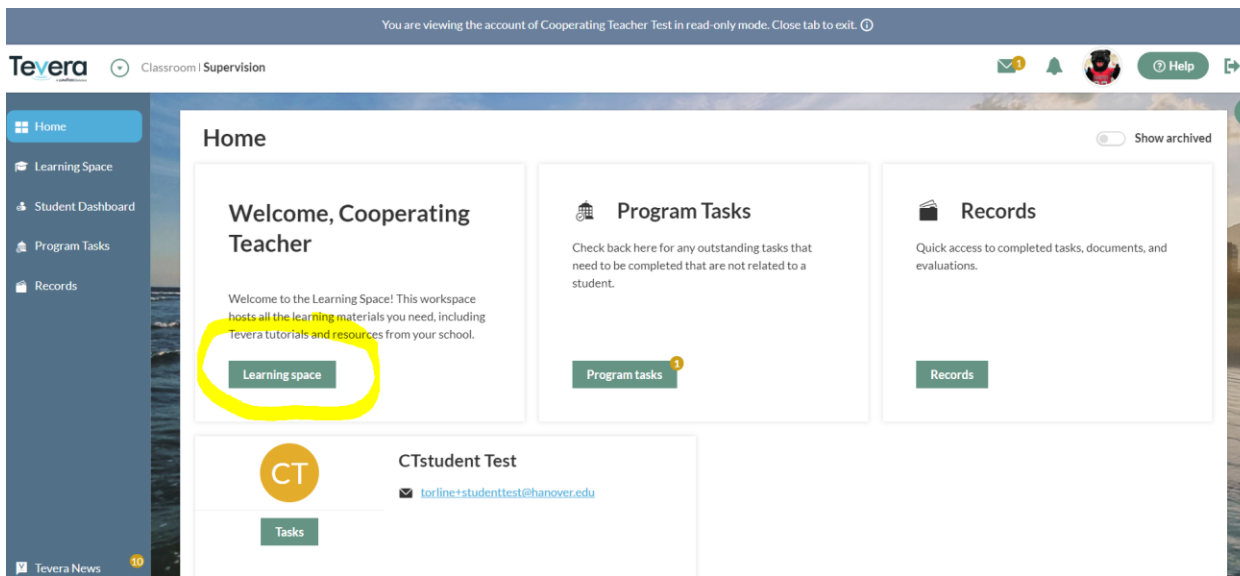


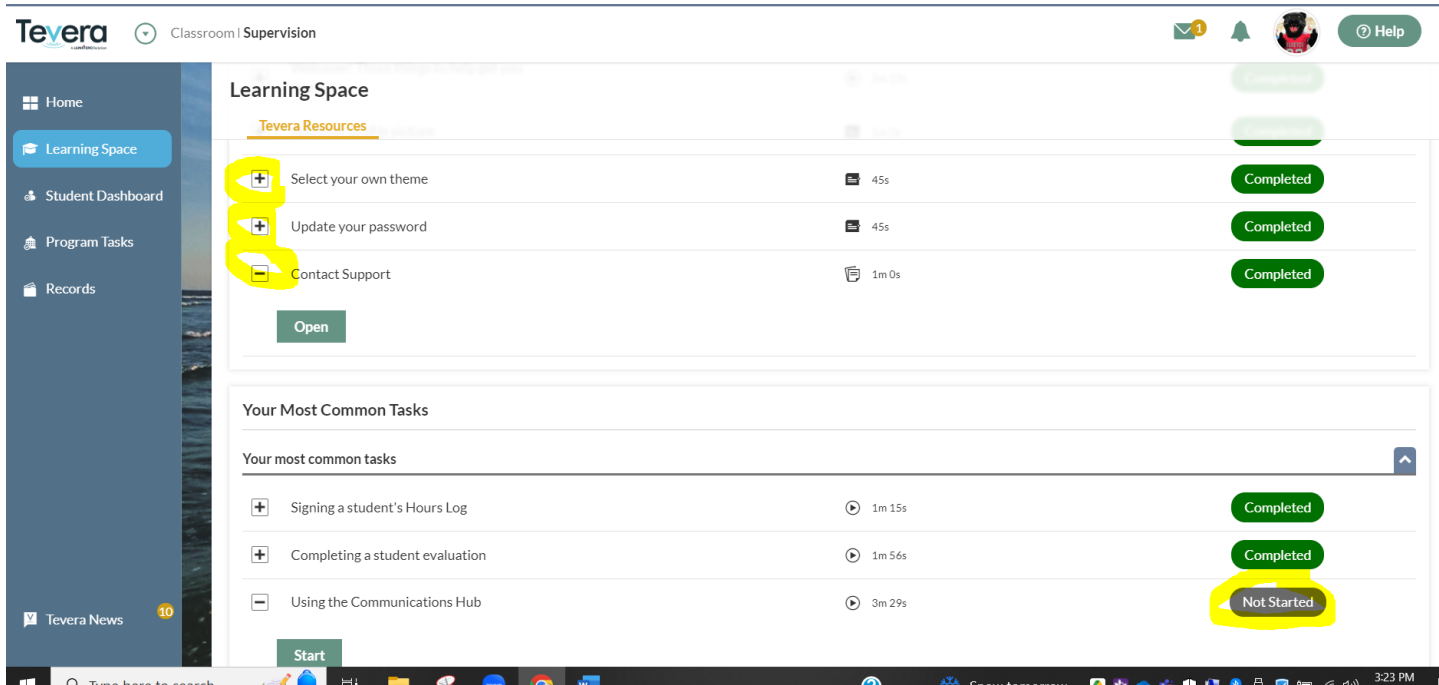
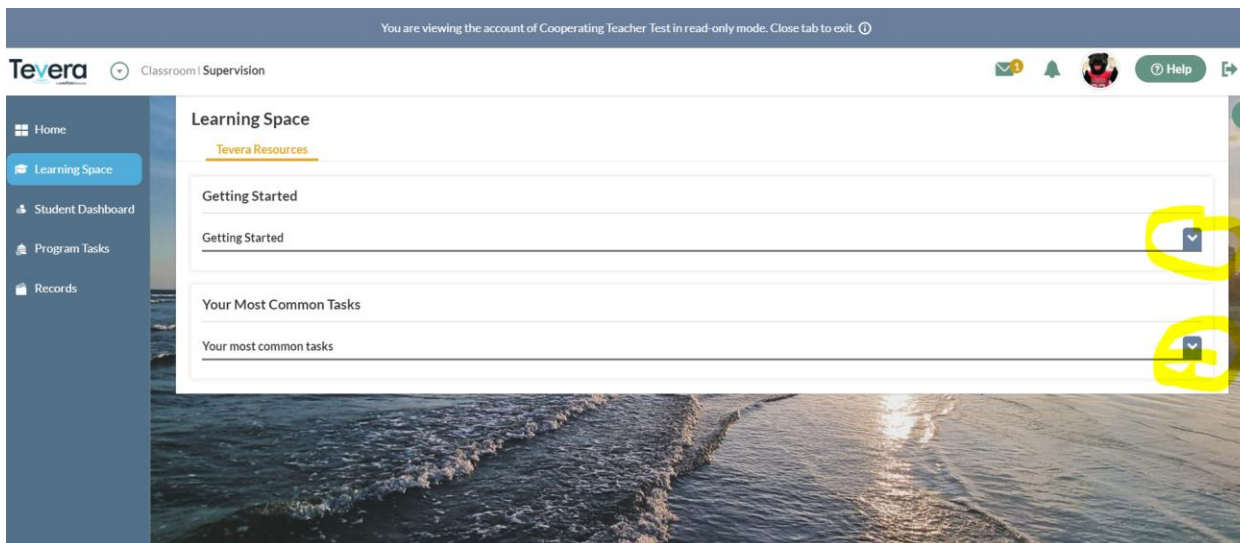
## Field Assignment Course Mentors and Tevera Processes and Requirements

Thank you for mentoring a teacher candidate in your classroom! This document is to let you know about Tevera, our assessment, data and documentation software in connection with this mentorship. Our Education students pay \$215 for a lifetime subscription to Tevera so they have an ongoing way to monitor their progress as educators.

Soon after the Hanover College course instructor sets up the field assignment for their students, the cooperating **teachers will receive an email invitation** from Tevera inviting you to set up your Tevera profile. Please complete all of the fields in your profile. The only ones who can access these fields are the Head of Educator Preparation, Dr. Dustin Bailey, Education Student Services Coordinator, Cheryl Torline, and to a much lesser extent, the course instructor and students. You will find that the Tevera is very secure in log in, etc. We strongly encourage you to bookmark the Tevera site [hanover.tevera.app](https://hanover.tevera.app) so you can log in as needed quickly. Below is a sample screenshot similar to your Dashboard in Tevera. Please note the highlighted box called LEARNING SPACE. This contains very short tutorials that will teach you about the software and you can refer back to it any time you need to. Understanding the program tasks without utilizing the tasks in the learning space is almost impossible.



Please notice the down arrows on the next screen – these will open the menus for the tutorials as seen in the next two screenshots:



If you have not completed the tutorial, you will see a gray **NOT STARTED** button to start. Also note that you can open/reopen each task by clicking on **the +** sign to expand the menu. These **+** signs are used throughout Tevera to provide more detail.

You can also ask a specific question by clicking on the **CONTACT SUPPORT** button and utilizing additional tutorials and other resources.

Their tools are the best we have ever seen!

**Question: What are the things that mentor teachers will do in Tevera?**

**The following items happen in Tevera:**

- **Approving Time Sheets:**

Your teacher candidate must log their field hours for fieldwork in their Tevera accounts. As they do so, you will receive a request to sign off on their record to ensure the record is accurate. At minimum, a Methods field assignment requires a minimum of 20 hours in a semester. Keep in mind that Hanover College Semesters end many weeks before the K-12 school semester. There is a tutorial about approving timesheets.

- **Lesson Observations:**

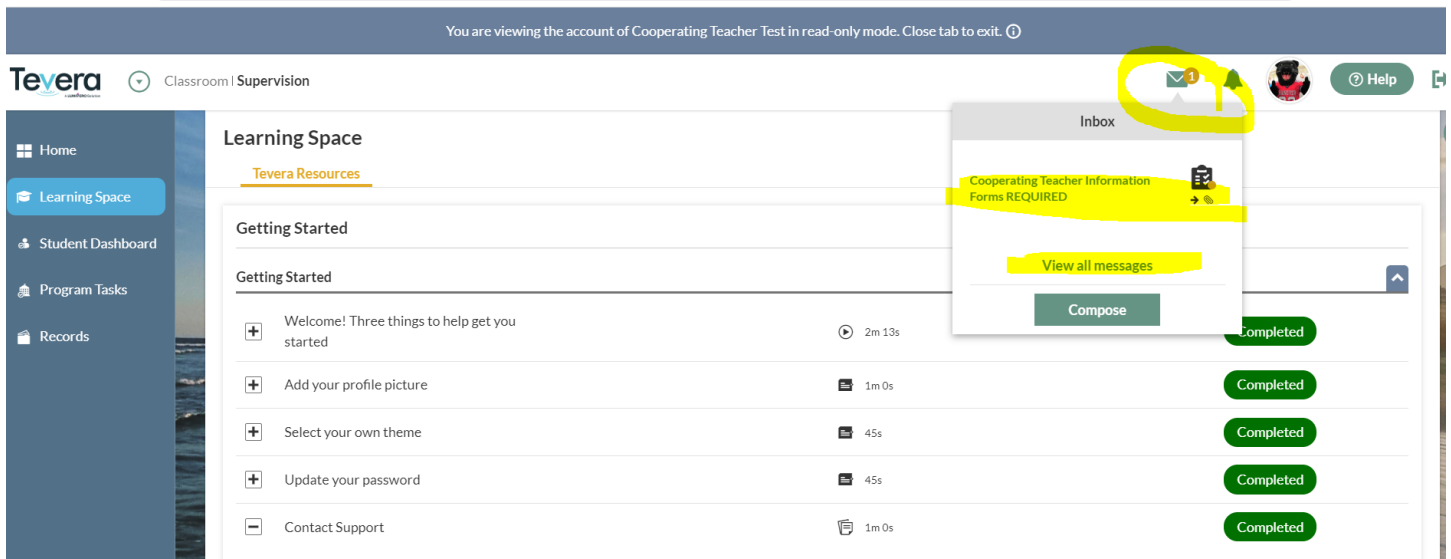
The student can assign you a **Lesson Observation Form** that will be a quick and documented way to provide feedback to your teacher candidate. You do not have to do this every time, but keep in mind that the student will need to assign the task to you. There is a NOT APPLICABLE column that you can choose, but it does require a response for every criterion on the form. Additionally, there is a space for your comments and feedback on the lesson at the end. The Cooperating teacher will sign the form by either entering your Tevera password or actually signing using the mouse. We do not take off points for mouse penmanship. Once you have signed the Lesson Observation Form, then it will go to the teacher Candidate to sign and finally to the Hanover College course instructor. We have included a PDF of this form at the end of this guide. This is NOT required for every lesson, but we hope to have two or three forms.

- **Final Methods Candidate Evaluation Forms:**

Your teacher candidate should assign this form to you early in the field work experience so you are both prepared for what you will be asked to evaluate at the end of the term. It also will have a NOT APPLICABLE column, and every field must have a ranking. Comments can and should be added at the bottom of the form, and any ranking below effective requires explanation. This evaluation is teaching content area specific and is several pages long. This also serves to create goals for the student in Student Teaching and is identical to the *Final Student Teaching Candidate Evaluation Form* in order to document candidate growth in weaker areas.

*\*Please note that candidates must have a 90% effectiveness rate to advance to Student Teaching approval and cannot have a score of "1" in any dispositional non-negotiables which are indicated by an \* on the rubric.*

- Additionally, our accreditors, CAEP mandates that we maintain records of our cooperating teachers' qualification and credentials. You will receive a request for that form in the **Communication Hub** which is shown in the screenshot below. You can also send program personnel messages in that hub.



The Hanover College course instructor is your best source of information regarding this important field assignment. You may also contact Dr. Bailey if needed at [bailey@hanover.edu](mailto:bailey@hanover.edu) and Cheryl Torline at [torline@hanover.edu](mailto:torline@hanover.edu) for Tevera questions.

