



Cooperating School Mentor

For School Year: 2018-2019

(This agreement must be signed and returned to
the McLennan Community College Teacher Certification Program)

I _____ hereby agree to mentor
(Cooperating School Mentor's name, printed)

(Clinical Teacher name, printed)

I understand that the goals of the McLennan Community College Teacher Certification Program are:

- To improve teaching and learning,
- To foster collegiality and congeniality,
- To offer opportunities for clinical teacher to analyze and reflect upon the best practices in teaching/administration and to enhance the development of good teaching/administration skills.

I also understand that, as a Cooperating School Mentor, I will be expected to orientate the clinical teacher the first week or two. The following tasks have helped the new teachers feel more comfortable the first six weeks.

- Give a tour of the building.
- Provide handbooks, subject area curriculum guides, and teacher's edition of the textbook and all ancillary materials while clinical teacher is in the classroom.
- Show the clinical teacher where to make copies and how to access other available resources used to teach effectively.
- Explain/model the procedure for issuing textbooks and the importance of keeping good records.
- Help generate ideas/procedures about classroom management, discipline management and organizational routines that will ensure success during the first few weeks.
- Provide information about grading procedures and available grading programs.

Provide answers to frequently asked questions such as those below:

- What is the lesson plans format?
- What are the procedures for discipline infractions in your school?
- What type of rules should be posted in the classroom?
- What are the behavior expectations and how much flexibility should be used?
- What procedures should be followed for attendance?
- What teaching strategies can you suggest for challenging concepts?

- How to build trust and collaboration with students? Faculty?
- How to improve classroom management?
- The best time and way to communicate with the principal?
- When can the clinical teacher confer with you?

III. Observations/Conferences with Clinical Teacher

- Observe clinical teacher at least 2 times during the assignment and confer with them regarding progress. Complete the Conference forms included in Mentor Handbook.

Meeting with the College Supervisor

- Coordinate with the Clinical Field Supervisor to discuss Clinical Teacher progress.
- Some contact may be made using email or phone.

Concerns about the clinical teacher progress?

- Please contact the Program Director/Assistant Program Director at 254-299-8067 or 299-8061
- Concerns about the clinical teacher must be addressed immediately before complications occur.
- The clinical teacher must be informed of expectations or changes from administration before progress can be made.
- Please inform clinical teacher you are there to help and make sure their experience is positive, while at the same time making sure that all policies and procedures are followed.
- Your role as a model and mentor is to ensure that the clinical teacher becomes an exemplary teacher.

What documentation will the mentor need to prepare?

- **Two (2) Conference forms signed by mentor and clinical teacher.**
- **Your signature on a *Recommendation Form*.**
- **All concerns about the clinical teacher need to be submitted in writing to the clinical teacher's supervisor or to the Alternative Teacher Certification Program Director.**
- **Copies of the paperwork mentioned above will be turned into the college supervisor at the completion of the clinical teaching.**

Valuing Your New Teacher Clinical teacher as a Colleague

- Create an environment to encourage questions.
- Compliment the clinical teacher when you see progress.
- Guide the clinical teacher through meaningful questioning.
- Help the clinical teacher discover the answers.
- Allow and encourage independent decision-making.
- Monitor and give assistance as needed.
- Give the clinical teacher the opportunity to work with you on an instructional or behavioral problem. Model your problem solving procedure.
- Share methods you find to be most helpful in understanding students.
- Discuss ways to view behavior problems objectively.
- Emphasize the good and worthwhile aspects of teaching.

- Be positive and professional in all discussions about students, fellow teachers, administrators, and the teaching profession.
- Provide the clinical teacher with information about building resources.
- The college supervisor will evaluate the clinical teacher; you will not be responsible for the evaluations. Your job is to help the clinical teacher identify strengths and overcome weaknesses.

POSSIBLE TERMINATION OF MENTORSHIP AGREEMENT:

In order for the Clinical Teacher to be successful, it is imperative that both the mentor and the mentee establish an effective working relationship with one another, a supportive partnership where both parties participate in frequent, open, and honest discussions about effective teaching and learning.

In the event that either the mentor or the clinical teacher or both cannot work effectively together to execute their responsibilities as identified in the Agreement, one or both parties must contact the Program Director at McLennan Community College ACP: 254-299-8067 as soon as possible to attempt to resolve their differences. If differences cannot be resolved to both parties' satisfaction, the Mentor may contact the principal and Program Director at McLennan Community College ACP to review the following options and possible solutions:

1. Dissolution of the agreement.
2. Assignment of a new mentor.

Signed,

_____ Date: _____
(Cooperating Mentor's signature)

_____ Date: _____
(Mentee's signature)

Documentation of this agreement must be mailed or faxed to:

**Kristi Patton
Alternative Teacher Certification Program
McLennan Community College
1400 College Drive
Waco, Texas 76708
FAX: 254-299-6227**

Copy for Supervising School Mentor File
Copy for Clinical Teacher File
Copy for McLennan Community College Alternative Teacher Certification Office File