**MENTOR TEACHER AGREEMENT – This is an informational document**

*NOTE: In addition to the responsibilities outlined below, you will need to make sure your practicum student(s) understands the current school and district requirements for them to participate in your classroom both virtually and in-person. Please assist them with this as all districts have different protocols. Thank you!*

If selected as a MENTOR, you will be supporting, guiding, and supervising math or science practicum student(s) as part of the CU Teach Licensure program in one of the semester-length courses outlined below:

• **CU Teach STEP classes:** This practicum includes FIVE classroom visits lasting approximately 45-60 minutes each. The STEP team will observe your class twice and teach three inquiry-based lessons. This practicum includes planning meetings with the team, observations of them, and post-lesson feedback. At the end of the semester, you will also submit a confidential review for each student.

Contact Hours: 5-6 hrs.

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• **CU Teach CLASSROOM INTERACTIONS (CI):** This 5 hours/week practicum includes modeling best practices, planning meetings, observations, and feedback during weekly classroom visits. The CU Teach student(s) will be observing you teach, assisting students, and working with groups of students throughout the semester. During three of the visits the CU Teach student(s) will be teaching-inquiry based lessons.

Contact Hours: ~60 hrs.

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• **CU Teach PROBLEM-BASED INSTRUCTION (PBI) and DIFFERENTIATING INSTRUCTION (DI):**

*Note: This is the final course before Student Teaching, and students typically take PBI (6 hrs/week) and DI (4 hrs/week) concurrently.* This 10 hours/week practicum includes mentoring, planning meetings, observations, and feedback during classroom visits. During these visits, students will be actively assisting in all aspects of teaching, including, but not limited to: grading, lesson planning & preparation, working with students, co-teaching, and doing solo teaches. Students in PBI will be preparing a unit of instruction and will be teaching as much of the unit as possible, or at least 3 consecutive lessons.

Semester Contact Hours: ~124 hrs.

**EXPECTATIONS for ALL MENTOR TEACHERS**

During practicum visits, you agree to:

* Be present in the classroom or after-school settings at all times during these visits.
* You will NOT leave the CU Teach students alone with a substitute or student teacher. (Please reschedule the visit or arrange to have them with another teacher.)
* Assume primary responsibility for classroom management during these visits while supporting CU Teach students in developing their own classroom management practices.

As a mentor, I agree to:

* Use email and Google Docs on a regular basis to communicate effectively with the CU Teach students.
* Schedule days for lessons and provide/negotiate topics for student-designed lessons as soon as possible (ideally 2-3 weeks before the scheduled teaching day).
* Review each lesson plan and strive to provide feedback at least 7 days before the lesson date.
* Complete a lesson feedback survey after each lesson taught by a CU Teach student or team.
* Complete an End-of-Semester Review for each CU Teach student who you mentored.
* Communicate with CU Teach Instructors at the first indication of problems.

If I need to reschedule a visit, I agree to:

* Contact my CU Teach students at least 48-hours in advance of the visit to be canceled or as quickly as possible in an emergency situation.
* Contact the appropriate CU Teach instructor if you cannot reach the students directly.
* Reschedule the missed visit as soon as possible.

We appreciate your dedication to mentoring and your feedback:

In order to continue improving the program and building lasting relationships with our mentors, we ask that you please provide us feedback on the program. There is a final open-ended question included in the End-of-Semester review for each student where you can share comments, insights, or suggestions. We truly appreciate your time and commitment to supporting future educators and couldn't do it without you! As a small token of our appreciation, we are able to offer our mentors a "thank you" gift card, which will be sent via email at the end of the semester.

*Please note: GRTE credit is now only available for mentoring a Student Teacher, which is more accurately aligned with the responsibilities and professional learning involved in earning course credit.*