STEP 2 MENTOR TEACHER EXPECTATIONS

This document outlines the duties and expectations of a Mentor Teacher. Please review these expectations carefully and contact a course instructor if you have any questions or concerns.

Mentor teachers agree to:
- Supervise one or more teams of UTeach teachers during four classroom visits lasting approximately 45-50 minutes each. The UTeach teachers will observe the mentor’s class during the first visit and then teach an inquiry-based lesson during each of three subsequent visits.
- Provide UTeach teachers with lesson topics and lesson objectives for each of the three lessons such that the topics and objectives are connected (to the greatest extent possible) to the curriculum that the Mentor will be teaching at that time.
- Attend one planning and orientation meeting early in the semester to meet his/her UTeach teachers and plan and schedule the field experiences.

During each of the classroom visits, mentor teachers agree to:
- Be present in the classroom at all times. Mentors will NOT leave the UTeach teacher alone, or with a substitute or student teacher.
- Assume primary responsibility for classroom management during the classroom visits.
- Promptly complete a short feedback form about each lesson taught by the UTeach teaching team. This feedback form can be completed in hard copy (and a copy given to the UTeach teachers at the conclusion of each lesson) or electronically (and a copy printer and given to the UTeach teachers).
  - **Note:** These feedback forms are important for students to read and reflect on before teaching the next. Plus, they are the evidence that students have taught each lesson.

Mentors further agree to:
- Complete one final, end-of-semester evaluation of each UTeach teacher (after the team has taught all required lessons).
- Use email on a regular basis to communicate promptly and effectively with the UTeach teachers.
- Communicate with a Step 2 instructor at the first indication of problems.

If a mentor should need to reschedule a classroom visit, the mentor agrees to:
- Contact his or her UTeach teachers at least 48 hours in advance of the visit to be cancelled.
- Contact a UTeach instructor if the UTeach students cannot be reached directly.
- Reschedule the missed classroom visit as soon as possible.

**Stipend**

For your contribution to the growth of these future teachers, we agree to provide you with a $125 stipend for each UTeach student you mentor, plus $100 for attending the mentor teacher meeting. Your check will be mailed to you upon completion and receipt of all evaluations. This will include one lesson feedback form per team per lesson, plus one final evaluation per student.

**Course Instructors**

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