

Elementary Mentor Teacher Guidelines

Student teaching is one of the most important components in teacher education. During this period, student teachers begin their transition from university students to professional teachers. This requires the coordinated efforts of many individuals, including university faculty, school district personnel, school building administrators, mentor teachers, and university supervisors. **Remember, the key to a successful student teaching experience is to keep the line of communication open among all members of the triad** (the student teacher, mentor teacher, and the university supervisor).

In order to become a mentor teacher, **qualifications include** a minimum three years of successful teaching and the desire and time to mentor a student teacher in a positive manner. Student teachers should be integrated carefully into the classroom setting. Each student teacher differs in self-confidence, ability, initiative, and willingness, making it important to view these guidelines as suggestions for minimal competence in assisting the student teacher develop their teaching skills.

Preparing the Classroom

Mentor teachers should provide the following for their student teacher:

- Desk
- Materials (books, paper, chalk, etc.)
- Seating chart
- Daily schedule
- Tour of school building (location of workroom, restrooms, media center, etc.)
- Information regarding where students line up for lunch, where they go out for recess, fire drill procedure, first aid materials, etc.
- Any information about students that will help the student teacher create a positive learning environment for the students
- Information regarding upcoming programs or activities that will impact the student teacher

The Triad Conference

The goal of this conference is to provide a better understanding of expectations during the student teaching experience. The student teacher, mentor teacher, and university supervisor meet to review what will take place during the seven-week student teaching block. The conference, held before the end of the second week of student teaching, is mandatory. Please contact the Office of Field Experiences if this meeting has not been scheduled by the second week of the block.

7-Week Student Teaching Block

Week 1–2	Triad Conference.
Week 2	Mentor Teacher Observation Form #1 due
Week 4	Mentor Teacher Observation Form #2 due
Week 6	Mentor Teacher Observation Form #3 due
Week 7	Final Assessment Form due

Suggested Weekly Participation for the Mentor Teacher

Prior to the Student Teacher's Arrival

The mentor teacher should take time to read the student teacher's personal data sheet to the students in their classroom. The mentor teacher or the students may wish to write a letter to the student teacher. This allows the student teacher and the class have contact prior to the student teaching experience. **A welcome letter should also be sent home to parents** from the student teacher letting them know there will be a student teacher in the classroom. The student teacher should allow you to review the letter before it is sent home to students.

Week 1

Conference with the student teacher:

- Review expectations with student teacher.
- Establish long- and short-term goals.
- Develop a plan of action.
- Review lesson plans and objectives.
- Plan units and when to implement them.
- Schedule time for daily feedback.
- Review assessment form.

Week 2

- Participate in triad conference with the student teacher and university supervisor (review expectations, goals, plan of action, etc.). The university supervisor, the mentor teacher, and the student teacher need to sign the Triad Conference Agreement.
- **Model each subject taught at least twice before the student teacher assumes teaching responsibilities for that subject matter.**
- Continue to review student teacher's lesson plans.
- Complete formal observation on student teacher and extend verbal feedback.
- Work cooperatively as a team with the student teacher.

Week 4

- Complete second formal observation.
- Continue to review student teacher's lesson plans.
- Plan carefully as a team, involving both the mentor teacher and student teacher.
- Co-teach as much as possible.

Week 6

- Complete formal observation during week 6.
- Plan carefully to implement team teaching setting during week 6.
- Continue to give verbal and written feedback.

Week 7

- Final Student Teacher Assessment Form due online; discuss with student teacher.
- Student teacher should send home a thank-you letter to parents.