



Dear Mentor Teacher,

Thank you for being such an important part of our teacher education program. We know the stresses teachers experience and appreciate this sacrifice of time and heart, particularly during this strange time for schools functioning during a pandemic. We appreciate all the work you do! Much of this information shared in this 1-pager is also available in the "Collaboration in Teacher Education-Fall 2019" handbook that is available at this site: <https://www.kent.edu/ehhs/voss/forms> (Scroll down until you see the heading, "Handbooks").

Overall notes:

- KSU student teachers will adopt your full teaching schedule (unless there are special circumstances regarding your load) for at least seven weeks. Examples of special circumstances that would necessitate your keeping one class period would be: if you have an AP class you want to keep, or you have 4 different preps, and you think that's too much for your student teacher, or you just would like to keep teaching one class. It is expected that a full load in a high school would be at least 4 class periods with 2 different preparations for a minimum of 6 weeks. In block-scheduled schools the minimum requirement would be 2 class periods and 2 preparations for a minimum of 6 weeks.
- Expect at least five visits from a KSU supervisor. These should all be scheduled observations. There will be a mid-term evaluation and a final evaluation, and these may or may not be at the same time as an observation. Your student teacher's supervisor may want to make an extra visit to go over either the mid-term or final evaluation or both.
- Full time internship/student teaching begins **the Tuesday after MLK day and continues for 14 weeks of in-school student teaching (including 1-week off for spring break)**. Your student teacher should take the same spring break you do, incidentally.
- Your student teacher should follow exactly the same time schedule that you do during the school day. Additionally, they should accompany and assist you in all of your teacher duties (study hall, hall duty, etc.), but should not (on a regular basis) assume full responsibility for these duties.
- Your student teacher will submit the "Teacher Performance Assessment," that is the edTPA, by the end of the third week of March. This will be very similar to the "5-to-10-day unit" assignment from the fall semester, but will be shorter (3-5 days). As in the fall, the student teacher will need to video one of his/her lessons and will follow whatever rules and regulations your school district mandates.

Suggested Schedule for Student Teaching Experience

- Week 1: The student teacher should take over the responsibilities for at least one class (or two or three classes of the same prep) this week. During this time, student teachers should be getting comfortable with the class, the curriculum, and the organizational issues such as attendance and classroom management. In addition, the student teacher should be observing the next class to be taken over and learning student names, the curriculum sequence and planning units for these classes.

- Week 2: If the student teacher did not pick up two classes the first week, then he or she should pick up the second class (same prep) this week. He or she should also continue to observe and get ready to pick up the next class.
- Week 3: The student teacher should pick up additional classes (same or different prep). Depending on how smoothly the transition is going, add the remaining classes this week or wait until week four.
- Week 4: The student teacher should have a full load of the mentor's class responsibilities (with possible exceptions listed above) by the end of this week and maintain these classes until a logical time during weeks 12 and 13 when the cooperating teacher can begin to take classes back.
- Week 5 or 6: Mid-term conference
- Spring Break (if applicable) The student teacher should take whatever spring break your district has (if any), not Kent State's spring break.
- Week 11: If you haven't already discussed it, in collaboration with the University supervisor and your student teacher, identify possible logical places over the remaining two weeks (weeks 12 and 13) for him/her to return the responsibilities of teaching the classes back to you and when to have the final meeting with the supervisor.
- *Note that the KSU Career Exploration and Development Center's Teacher Employment Day is typically held in April. Potential employers arrange brief interviews with our KSU student teachers throughout this day.
- Week 14: Final meeting of the triad (the university supervisor, the mentor, and the student teacher) may occur this week. The student teacher should finish grading work and turn back any last classes to you. The student teacher should complete all work (grades, reports, etc.) for classes they have taught by their final day of student teaching, usually the 3rd Friday in April.

For further elaboration or questions please call Dr. Lisa Testa at 330.672.2580. For all other questions call Mike Englert, Director of Clinical Experiences at 330.672.0541.

Thank you again for working with us to prepare the next generation of teachers!
Sincerely,

Dr. Lisa Testa
Coordinator, Master of Arts in Teaching Program