Information for Emporia Middle School Mentor Teachers

Overview
The goal for the Phase I Internship is to have students attend at least two classes regularly, under the supervision of a mentor teacher, so they become a real part of that class and its operations. Interns should come as close as possible to experiencing the “real thing”, including doing whole-class teaching, without actually taking over for an extending period of time.

1. The intern will be in your classroom for Periods 1 and 2 on Monday and Wednesday only, starting August 23, 2010, and ending Wednesday, December 8, 2010, unless other arrangements are made.

2. Payment for serving as a mentor teacher each semester is as follows:
   a. Working with 1 intern: $125
   b. Working with more than 1 intern: $50 each with a maximum of $225 for the semester.

3. Emporia State University requires an update of payment information from mentor teachers each semester.

4. Mentor teachers are obligated to do all the following:
   a. Model effective teaching for interns.
   b. Explain reasons for teaching and management decision to interns.
   c. Make the intern think critically about teaching.
   d. Turn the intern into a classroom assistant to the point they do some teaching. Increase their responsibility gradually so they work with individuals, small groups, and the whole class.
   e. Respond to a brief, informal midterm check on the intern’s performance
   f. Submit a two-page formal evaluation of the intern at semester’s end.

5. The role of the intern is to do all the following:
   a. Help the mentor teacher and learn at the same time.
   b. Learn student names.
   c. Conduct themselves as professionals at all times.
   d. Talk with mentor teacher about how else they can be of assistance.
   e. Ask questions when they aren’t sure what to do.

6. Please contact Kristin Oberle, your building coordinator with any concerns. ESU people to contact with questions or concerns are Steve Neill at 341-5215 (sneill@emporia.edu); or Paul Bland at 341-5078, (pbland@emporia.edu).