Information for Phase I Mentor Teachers for Placements Outside of Emporia

Overview
To meet Kansas professional education and national accreditation standards, significant portions of the ESU secondary education program are field experiences. Phase I at Emporia State University is the professional semester prior to student teaching. The goal for the Phase I Internship is to have students attend at least one class 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” without actually taking over for an extending period of time.

Information
1. Phase I candidates are called interns and the Phase I field experience will be called the internship. Mentor teachers are those who accept a Phase I intern.

2. Mentor teachers with concerns regarding a Phase I intern should communicate with the ESU field supervisor, Dr. Steve Neill. He can be reached at 620-341-5215 or at sneill@emporia.edu

3. Interns should set up a schedule with the mentor teacher that puts them as consistently as possible in one or two periods over the course of the semester. That way interns will become a part of that class by attending it regularly over the semester. Interns must complete 50 clock hours in the school during the Phase I semester. The expectation is that the mentor teachers would use the presence of the ESU intern to their advantage by making them a classroom assistant, teaching some lessons/portions of lessons, etc.

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

5. Emporia State University requires certain information from mentor teachers each semester they have an intern for payment purposes.

How is an intern in your classroom an advantage? Use them to…

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<thead>
<tr>
<th>Assist absentees to catch up with material they missed</th>
<th>Assist students with seat work/lab work</th>
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<tr>
<td>Answer questions asked by students</td>
<td>Circulate in the room during individual or small group work</td>
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<td>Assist the mentor teacher with distribution and collection of materials</td>
<td>Grade tests/papers for the class to which you are assigned</td>
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<td>Teach lessons and portions of lessons</td>
<td>Help students review for tests</td>
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<td>Proctor exams</td>
<td>Modify materials to serve students with special needs</td>
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<tr>
<td>Prepare materials for class with mentor teacher</td>
<td>Take students to media center/library and supervise their research</td>
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Interns will also…
1. Learn student names.
2. Exhibit professional conduct at all times.
3. Talk with teacher about how else they can be of assistance.
4. Ask questions when they aren’t sure what to do.

Expectations of Mentor Teachers
1. Model effective teaching for interns.
2. Explain reasons for teaching and management decision to interns.
3. Make the intern think critically about teaching.
4. 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.
5. Complete a midterm evaluation on the intern’s performance
6. Complete a final evaluation of the intern at semester’s end.