

Dear Mentor Teacher:

Thank you for your willingness to team up with Southern Utah University's student teachers as their mentor teacher. Our student teachers could not complete the requirements for licensure without your willingness and cooperation.

Time requirements for student teaching are as follows:

- Elementary – 12 Weeks
- Secondary – 12 Weeks – At least half of the day **must** be in the teaching major
- Dual Majors and Special Education – 12 Weeks in their content area PLUS 6 Weeks in SPED.

District early out days will count as full days, providing the student teacher stays at the school and participates in in-service training or prepares for teaching. Days missed, for any reason, will need to be made up.

Enclosed are the following:

1. Information on your student teacher:

- Student Teacher Assignment (This semester, especially, we ask that the student teacher begin in your classroom at your earliest convenience.)
- Student Teacher Resume & Profile

2. Forms to be completed and returned or faxed to the Field Service Office:

- Mentor Acceptance/1099 Stipend Request Form (**Please submit this form early to ensure getting stipend by the end of the semester**)
- W-9 Form, (**Please submit if you haven't mentored an SUU student in the last 5 years**)

3. Suggested timeline for observations, co-teaching, then to soloing. This is just a suggestion. It is up to your discretion, along with the university supervisor, as to when the student is ready to solo.

4. Forms to be completed and returned to the Education Supervisor:

- Student Teaching Observation (Formative Assessment) forms: 2 for each 6-Week mentor or 4 for each full-time, 12- week placement. (Each student must have at least 4 formal Mentor observations (formative assessments) in their 12-Week experience)
- Student Teaching Mid-Term (Summative) Evaluation: Please complete and discuss the Mid-Term half way through the student teaching experience. (The student should bring a self-evaluation to this discussion.)
- Final (Summative) Evaluation: Please complete and discuss the FINAL at the completion of the student teaching experience.

Additional Helps for you:

- You will be invited to join a Zoom Session that covers Mentoring an SUU Student Teacher. If you are unable to attend, the recorded session will be emailed to you.

If you have concerns about your student teacher or your role and responsibilities, please do not hesitate to call or e-mail laureengraves@suu.edu or call (435) 865-8685.

Sincerely,

Laureen Graves

Laureen Graves
Director of Field Services