PSU Middle Level Program: OVERVIEW FOR MENTORS

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What is my ST's schedule?

- Same as yours: Interns follow the schedule and calendar of the teacher, including arrival and departure times. This includes team, parent, etc. meetings when confidentiality does allow, as well as professional development, records, clerical and Act 80 days. This does not include extracurricular responsibilities, though STs are welcome to do so as time allows. With your permission, the supervisors may use some teacher work time from PD days to help the STs with planning or other skills. Another exception to this calendar is spring break. This year, the PSU ML STs will take the university spring break from 3/5 3/9.
- Sick and personal days: The ST will contact the mentor via text or phone if there is a reason she will not attend school. Any personal days or THON attendance should be arranged at least a week in advance. ALL missed days of school will be made up during exam week, including those for THON, unless otherwise arranged. STs are allowed to attend the Career Fair on 3/26, without making it up. With approval from the mentor and supervisor, STs may also choose to attend the PAMLE conference on 2/26 or 27, without making up that day/s. Please see the handbook (Google folder) for details on attendance. Finally, it is understood by the group that professional STs use sick and personal days only when necessary.

What are my ST's general responsibilities?

- Professionalism: The STs understand that a high level of professionalism is expected of them, both when they are teachers and during this semester. Please hold them to this standard, and communicate with the supervisor if you have questions. A useful description of these standards can be found beginning on page 4 of the handbook, as well as in the Professionalism section of the ST-1 form.
- **Integration:** The goal for this semester is for your ST to be integrated into the life of your classroom as soon as possible. This includes, but is not limited to, some observation of you and your learners; co-teaching with you; planning, teaching and assessing whole-group lessons; supporting individual student work; teaching small groups; and assessing student work, with guidance from you.
- Knowing your learners: During the first few days of the placement, the ST's main focus should
 be to get to know the learners, which may include some observations of the individuals (sitting
 in the back of the room, taking notes). Along with those observations, please find ways for her
 to become an active participant in the learning community.
- **Gradual takeover:** In consultation with the supervisor, your ST will take over one or two periods of your day by the end of January. She will add one period per week after that,, until she is in charge of the entire day for 2-3 weeks. Responsibilities can be gradually released to you or can be maintained through the rest of the semester. The rate of this takeover can be adjusted to meet your needs, as well as the needs of your students and ST.
- Assignments: Your ST will have assignments, including lesson planning and reflecting, to further enrich time in your school. (See Google folder for complete list.) S/he will be observed by Kim weekly. This will sometimes include an in-person debrief, which you are always welcome to join.
- Attendance and participation in weekly seminar: These will take place on Monday evenings, for 2.5 hours.

What are my responsibilities?

*Provide them opportunities to teach: hold the ST accountable for planning in advance. Establish a timeline for when and how you will see plans from them, and give them feedback as necessary. Please don't let them teach without a plan.

*Feedback: provide informal feedback (celebratory and constructive) as ST interacts with learners and learning community

*Observations: provide at least one written observation before the end of Feb. and one before the end of April (hard or soft copy to supervisors)

*Conferences: participate in mid-semester and final conference with intern and supervisor (complete ST-1 in advance, hard or soft copy)

*Communication: communicate with the supervisor as necessary about the progress of your ST

What are important dates for my calendar?

First day at placement: 1/8/18

PSU Spring Break (no ST attendance) - 3/5 - 3/9

Career Fair: 3/26

PSU Alumni Student Teacher Network Celebration, with mentors: 4:30-6:30, MNMS, 4/19/18

Final day at placement: 4/27/18