

Mentor Teacher Responsibilities Checklist

Initial each activity when completed	
Phase 1: Mentor Teacher as Lead Teacher (4 weeks)	
Send letter to families of P-12 students introducing the Teacher Intern	
Provide a welcoming space in your classroom for the Teacher Intern	
Add Teacher Intern's name to the classroom door	
Introduce the Teacher Intern to your students, teachers, and staff at your school	
Invite Teacher Intern to planning sessions, district, school and professional meetings	
Inform Teacher Intern about school policies and procedures; emergency situations	
Inform Teacher Intern about procedures for obtaining materials and equipment	
Inform Teacher Intern about your classroom management policies and procedures	
Develop Weekly Intentional Collaborative Planning Schedule with Teacher Intern Plan for one 60- minute or two 30- minute meetings per week	
Provide Teacher Intern with course objectives, class schedules, building rules	
Provide Teacher Intern with IEPs for special needs students	
Provide Teacher Intern with copies of district standards for curriculum alignment	
Review the SMU Teacher Internship Handbook	
Monitor Teacher Intern's time log (450 hours required) and sign if correct	
Review Teacher Interns lesson plans during collaborative planning meetings and/or before their lessons	
Observe 1-2 Teacher Intern lessons and provide timely feedback	
Evaluate Teacher Intern with the Phase I Teacher Intern Review Form	
Participate in Phase I Evaluation Meeting	
Review Teacher Intern's 3-5 edTPA lessons and offer acceptable forms of support	
Review Teacher Intern's Responsibility Checklist	
Contact University Supervisor for questions or problems, if needed	

Phase 2: Teacher Intern as Lead Teacher (10 weeks)	
Work with Teacher Intern and University Supervisor to help with transition to lead teacher	
Review Teacher Intern's lesson plans and give feedback	
Observe 2-3 Teacher Intern lessons and provide timely feedback	
Teach with intern using Co-Teaching strategies	
Complete Dispositions Rubric on Teacher Intern	
Prepare notes for Phase II Midterm Evaluation and Review	
Participate in Phase II Midterm Evaluation and Review & Dispositions meeting with Teacher Intern & Mentor Teacher: form will be completed at the meeting	
Monitor Teacher Intern's time log	
Review Teacher Intern's Responsibility Checklist	
Contact University Supervisor for questions or problems, if needed	
Phase 3 (1-2 weeks)	
Work with Teacher Intern and University Supervisor to phase out of lead teacher role	
Monitor Teacher Intern's time log	
Review Teacher Intern's Responsibility Checklist	
Complete Teacher Intern Final Evaluation form	
Participate in Final Evaluation Meeting with Teacher Intern & Mentor Teacher	
Assist Teacher Intern in arrangements to observe in various classrooms when possible	
Contact University Supervisor for questions or problems, if needed	
Phase 4 (1 week)	
Submit to Teacher Intern: your Letter of Recommendation	
Sign Teacher Intern's E-Portfolio Checklist	
Submit to Teacher Intern: Your completed Mentor Teacher Responsibilities Checklist	
Attend Internship Celebration!	

Designated Administrator Responsibility List

Phase 1 (3-4 weeks)
Meet with the Teacher Intern, Mentor Teacher and University Supervisor to discuss the Internship program
Introduce the Teacher Intern to building personnel
Inform the Teacher Intern of school routines, requirements and faculty meetings
Discuss support services and extracurricular involvement opportunities
Advise the University Supervisor of concerns, needs, and any special /extraordinary expectations
Provide copies of district handbooks when appropriate
Phase 2 (10 weeks)
Observe the Teacher Intern on both an informal and formal basis
Provide feedback to the Teacher Intern, in oral and/or written format
Contact University Supervisor for questions or problems, if needed
Phase 3 & 4 (2-3 weeks)
Write a Letter of Recommendation for the Teacher Intern
You are invited to attend the Internship Celebration!