

MENTOR TEACHER AGREEMENT FORM Fall 2025

Course Dates: **9/29/25-12/12/25** . The EDCN 5730 Field Experience student & mentor will choose a window of time (usually two weeks) within the 10-week course to teach a unit in a new subject area.

Endorsement Candidate Name:	
School Site Name:	
Mentor Name:	
Mentor Email Address:	
Mentor Phone Number:	
Mentor WA Teaching Certificate Number:	
Endorsements Listed on Mentor's Certificate: <i>(must match endorsement candidate is pursuing)</i>	

Statements of Agreement:

1. I agree to be a mentor teacher and supervise a field experience for the above-named SPU Add-on Endorsement candidate. The candidate will teach a 10-lesson unit, one of which I will formally observe.
2. I understand this is a volunteer position.
3. At the conclusion of the experience, I will provide a written evaluation of the candidate's teaching and a written recommendation for the new endorsement.
4. I have taught for at least three years in the endorsement area I will be supervising. **If I do not hold the endorsement, I will plan to send a resume exhibiting proficiency to endorse@spu.edu.**
5. Check ONE of the two options below:

_____ I will host this SPU Add-on Endorsement candidate in my classroom for a two-week unit of guest teaching. I will document one formal observation, and will be available for the 10-week session (dates below) to provide guidance as I see fit/as the candidate requests.

_____ I will visit the classroom of this SPU Add-on Endorsement candidate to complete at least one documented observation and will be available for the 10-week session (dates below) to provide guidance as I see fit/as the candidate requests.

Mentor Teacher Signature

Date

SPU Endorsement Program: ADMINISTRATOR AGREEMENT FORM
EDCN 5730: Independent Field Experience and Pedagogy
Assessment Fall 2025

NAME OF ENDORSEMENT CANDIDATE: _____

Administrator Agreement:

ADMINISTRATOR NAME:

Last First

SCHOOL:

PHONE: () -

STATEMENT OF AGREEMENT:

I agree that the above-named endorsement candidate may complete a field experience in the chosen endorsement area within this school. I agree that the above-named mentor (page 1) may assist the participant in their field experience.

Administrator Signature

Date

NOTE: Since the Field Experience is completed by teacher with a current teaching certificate, verified by Seattle Pacific University, the teacher & admin team are responsible for securing a Field Placement and fulfilling any background requirements requested by the cooperating school/district, as well as for connecting with the district office if notification is required.

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