



# Mentor Teacher Information for SPU's Add-on Endorsement Programs

*Dear Mentor Teacher,  
Thank you for volunteering to mentor a teacher who is pursuing an add-on endorsement in a new subject area. Please read through this document carefully to learn about the critical role you play in this process.*

## **Course Description: EDCN 5730 Field Experience**

The field experience is a requirement of the endorsement program at SPU. This course is designed to work within a full-time teacher's schedule, even if he/she is not currently teaching in the new subject area. The endorsement candidate is responsible for finding a classroom for their field experience.

Within this course, the candidate will:

1. Complete an independent field experience in the new endorsement subject area, in which he or she applies knowledge and skills learned in the endorsement area by teaching a unit of study in an appropriate classroom setting.
2. Develop and teach the unit of study over a period of time, generally two to three weeks. The course supervisor, an instructor with SPU, will formally observe the candidate teaching a minimum of two lessons from that unit, through video recorded lessons.
3. Submit assignments to an SPU supervisor documenting a positive impact on student learning, as well as knowledge and teaching skills in the new endorsement area.

**Expectations for the Mentor** *By committing to this assignment, the mentor teacher agrees to:*

### **1. Meet with and assist the candidate in planning and lesson implementation.**

Consider this role similar to that of a department head: someone who meets with the other possibly less-experienced teachers, offers guidance, discusses curriculum and new ideas. The EDCN 5730 student is required to create a complete unit, which they will teach in the classroom. As all students will be certificated teachers, this type of work should come naturally...but transitioning into this new subject area may require some guidance.

### **2. Observe the candidate teaching in the new endorsement area, provide timely and honest feedback, and complete an evaluation at the end of the course.**

SPU does ask that the mentor teacher to observe at least one of the lessons from the unit, and complete an evaluation on the form provided by the student. A recording of a lesson will work if a time to visit the classroom cannot be arranged.

**3. Host the EDCN 5730 student in the mentor teacher's classroom IF the student's current teaching assignment is not in the new endorsement area.**

If the EDCN 5730 student is already teaching in the new endorsement area, we encourage them to use their own classroom as their Field Experience setting. In some cases, students are **not** currently teaching in the new endorsement area, so the mentor teacher is also a host, opening their class for the duration of the student's unit. This should be determined prior to the start of the course; students are welcome to email [endorse@spu.edu](mailto:endorse@spu.edu) if they have questions about whether their current assignment is a fit for the Field Experience requirements.

### **Frequently Asked Questions**

**Q. Are mentor teachers compensated for their time?**

**A.** SPU is not able to compensate mentor teachers for this position. As this position is meant to be mainly as a support to the candidate, the time required should be minimal.

**Q. Do mentor teachers receive clock hours?**

**A.** SPU does not provide clock hours to mentor teachers.

**Q. What qualifications must the mentor teacher meet?**

**A.** The mentor teacher must have at least three years teaching experience in that area. It is also preferred that the mentor be endorsed in this area. *For example*, if the candidate is adding a Special Education endorsement, the mentor teacher should be endorsed in Special Education and/or have at least three years teaching experience in a Special Education setting. Potential mentors with experience but not state endorsement in the subject area should email a resume to [endorse@spu.edu](mailto:endorse@spu.edu) prior to the start of the course.

**Q. Who should I contact with questions?**

**A.** You can contact the endorsement team by emailing [endorse@spu.edu](mailto:endorse@spu.edu).

**Q. Will I receive further guidance on my role as mentor teacher for EDCN 5730 from SPU?**

**A.** From here out, you and the teacher you have agreed to mentor for EDCN 5730 will work independently to collaborate as needed, schedule and complete the timing of the teaching unit and/or observation, and provide any additional support you both deem necessary. As this is a peer-to-peer relationship, SPU does not provide the same kinds of scaffolding or hands-on instruction that we would for an initial certification teaching intern. However, EDCN 5730 students will be given detailed instructions on the unit and lesson plans via the EDCN 5730 Canvas page, which you may wish to review as well to help provide guidance. If you end up with additional questions, you can always check in via [endorse@spu.edu](mailto:endorse@spu.edu)!