

**Texas A&M University-  
Commerce**

**Alternative Certification  
Program**

**Mentor Handbook**

**2011-2012**



September 1, 2011

Dear Mentor,

Thank you for serving as a mentor for a Texas A&M University-Commerce Alternative Certification Intern. A mentor is a “trusted advisor who guides the professional development of another teacher.” Your primary task is to serve as a facilitator of learning for the intern. The tendency of the intern will be to focus all of his/her attention on surviving the day-to-day demands of the classroom; however, the internship is designed to serve as a learning experience and a means of furthering the professional development of the intern. Also, a year of supervised internship with a trained mentor is a State Board of Educator Certification requirement of the intern’s certification.

This handbook is designed to help you understand our requirements of you during this internship. It is very important that you register with the online mentor program (Performance-based Academic Coaching Team) website so that you can access the required training and necessary forms.

Please feel free to call or email anytime you have questions or concerns. Thanks again for your help and cooperation in working with these first year teachers.

Sincerely,

*Erin Swinson*

Erin Swinson  
Educator Partnerships Coordinator  
*Erin\_Swinson@tamu-commerce.edu*  
(903) 468-3081

## TABLE OF CONTENTS

3	Table of Contents
4	Contact Information
5	Mentor Responsibilities
6	Mentor Contract Instructions
7	Mentor Training Instructions
9	Checklist and Deadlines
11	Sample Mentor Contract (Special Activities Agreement Form)
12	Sample W-9 form
13	Sample Mentor Observation Form
16	Sample Log Sheet

## CONTACT INFORMATION

You may contact the A&M-Commerce AC office by mail, phone, fax, or email:

MAIL:       Alternative Certification Program  
              A&M-Commerce  
              P O Box 3011  
              Commerce, TX 75429

PHONE: (903) 886-5182

FAX: (903) 886-5156

### ADVISORS

Robert Nottingham, Certification Coordinator  
*Robert\_Nottingham@tamu-commerce.edu*  
PHONE: (903) 886-5671

Erin Swinson, Educator Preparation Partnership Coordinator  
*Erin\_Swinson@tamu-commerce.edu*  
PHONE: (903) 468-3081

---

---

### OTHER CAMPUS NUMBERS

Graduate School	(903) 886-5163
Financial Aid	(903) 886-5096
TExES	(903) 468-3082
Registrar	(903) 886-5102

---

---

# Texas A&M-Commerce Alternative Certification Program Mentor Responsibilities

## **The Campus Mentor Teacher Agrees to:**

1. Complete online mentor training by assigned deadlines.
2. Provide professional support and guidance to the Alternative Certification Program teacher/student teacher in the areas of classroom management, best teaching practices, instructional strategies, curriculum development, lesson planning, procedures for the first days of school, district and building policies, learning resources, special needs students, professional development , and other areas of concern to a teacher,
3. Provide ongoing professional assistance in meeting district expectations in teaching. This support may include informal classroom visits, modeling of effective teaching practices, peer coaching sessions, etc.
4. Observe the ACP teacher and offer descriptive feedback on performance in the classroom. Turn in required documents to the university supervisor. Two observations are required per semester.
5. Meet at least once every week with the intern to listen to concerns/problems and plan strategies to deal with concerns/problems. Document meetings on log sheet provided. Turn in log sheet to university supervisor.
6. Contact the ACP Director or university supervisor if there are immediate concerns.

## **Required Paperwork (to be turned in *each* semester) - Forms must be downloaded from PACT website**

- Log sheet
- 2 mentor observations

**Above paperwork needs to be turned in to the university supervisor at the end of each semester.**  
**FALL deadline—November 18, 2011**  
**SPRING deadline—April 27, 2012**

## Mentor Contract Instructions

A signed contract (also referred to as the Special Activities Services Agreement) and W-9 are required in order to be paid for mentoring your intern. These forms are found on the PACT website (see page 7 and 8 in handbook). You must complete all of the following items on the mentor contract.

- Mentor's Name – Type or print your name.
- Mentor's Complete Home Address – Type or print your complete home address (address, city, state, zip). Your payment will go to this address.
- Name of Intern – This is the name of the intern you will be mentoring.
- Contractor – At the bottom of the contract on the right-hand side you must complete **all** contractor information including your signature. An incomplete application will delay processing.

**The AC Program Staff will complete the activity start date and the agreement amount. The guidelines used will be the following:**

Type of Internship	Activity Dates	Agreement Amount
One year	9/1/2011-5/15/2012	\$500
One semester	FALL: 9/1/2011-12/15/2011 SPRING: 1/2/2012-5/15/2012	\$250

**Mail Mentor Contract and W-9 to the following address:**

Faxed copies will not be accepted. We must have original signature.

Texas A&M University-Commerce  
Center for Educator Certification & Academic Services  
P.O. Box 3011  
Commerce, TX 75429

**DEADLINE for Contract and W-9**

- **Interns beginning in fall – November 1, 2011**
- **Interns beginning in spring – March 1, 2012**

\*You will receive payment once **all** services have been completed.\*

Please contact Erin Swinson at 903-468-3081 or Erin\_Swinson@tamu-commerce.edu if you have any questions regarding this process.

# Performance-based Academic Coaching Team (PACT)

## \*Mentor Training Instructions\*

*Welcome* to the Texas A&M University System Online Academic Campus Mentor Training. Thank you for playing an important role in the career of our interns. Your guidance and support will have a great impact on his/her teaching career.

This training was designed to maximize your mentoring experience. Each module was carefully designed to increase your skills as a campus mentor and to help you make this first year of teaching for the intern a rewarding experience. Your effectiveness as a campus mentor can make the difference between an intern who leaves the profession after one year and an intern whose first year is the first phase of a satisfying career.

### Online Academic Campus Mentor Training Orientation

Prior to using the site, please be sure to have JavaScript enabled on your browser and Flash 10 loaded on your computer system. If you need to download Macromedia Flash 10, go to [http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

*The intern must go to the PACT website and register as an intern in the Texas A&M University-Commerce program before you can complete mentor training.*

Please go to the following web address to login to your online “**Campus Mentor Training**”:

<http://tap.tarleton.edu/pact/>

#### 1. Register as a new user:

- Click on “[Click Here to Register](#)” which will link you to a “**Terms of Use Agreement**” page.
- Place the last 4 digits of your Social Security Number in the box and click on “**Agree.**”
- You will then be on the “**Registration**” page. Complete the information and click on “**Submit.**”
- Your registration will be processed, and you will receive an email with your username and password.
- Once you receive your username and password, you may log into the PACT website, <http://tap.tarleton.edu/pact/>.
- Click on Campus Mentor Training under Quick Links to access Mentor Training.
- The first time accessing the website, you will be required to complete educational background, work experience and school profile.
- After completing, return to PACT Home then Campus Mentor Training.
- Complete the “**Introduction to the PACT Web site**” and then “**PACT Content Framework.**” This must be complete before you can add your intern and complete training requirements.

#### 2. To Add your intern for the current school year (NOTE – Your intern must have already registered in order for you to add his/her name):

- Click on “[Add/Delete Intern.](#)”
- Choose the **correct school year.**
- Then choose the **Alternative Certification Program** in which your intern is enrolled (**Texas A&M University-Commerce**).
- Click on “**Next.**”
- The next screen you will see is the “**Add an Intern**” page. Highlight your intern’s name and click FINISH, this will automatically take you back to the MENTOR TRAINING PAGE. If your interns name doesn’t appear, you need to let them know they need to also register with PACT.

### 3. Completing PAPERWORK

Once you have been successful at adding your intern, you will be able to proceed with Module 1, “Mentoring the New Teacher.” Each module will include Activities that you will complete with your intern. Be sure to submit the Activities online to receive credit. A print version of Module Activities is available only for note-taking purposes.

To access the Activities, University Forms (forms include Mentor Contract, W-9, Observation sheets, and Log Sheet) and Tools for use during the school year, click on your intern’s Detail Page.

Access the Detail Page immediately to find the Mentor Contract and W-9 for your use this semester. Please read the Mentor Contract Instructions and print and complete the Mentor Contract and W-9 forms. MAIL to the address given by November 1, 2011 if mentoring begins in Fall and March 1, 2012 if mentoring begins in Spring.

Campus Mentor Training consists of four training modules *please note the completion due date listed in your Mentor Handbook:*

- Module One: **Mentoring the New Teacher** (Goal Setting)
- Module Two: **Nurturing the Novice Teacher** (Roles & Responsibilities/Phases)
- Module Three: **Quality Teaching Skills** (Scenarios 1, 2, 3 &4)
- Module Four: **Reflection** (Goal Review)

These modules are designed to aid in the successful mentoring process you will have with your intern. These modules are built with the intent of maximizing your and your intern’s mentoring experience. Each module has a knowledge-based component where you will be introduced to specific mentoring knowledge and skills. This is followed by a collaborative component with your intern. This is a time where you can spend valuable mentoring time with your novice teacher.

Within each module, you will be asked to take a quiz. The purpose of this quiz is to test your knowledge gained in the module. Once you have completed the content and taken the quiz, it unlocks the activities to be done and the next module. When you click on any of the modules you will see a link at the bottom that says "Go to Detail Page." When you click on that, you will be taken to a page that has activities for each module on the left under "Activities." ***Each module activity must be completed before the director will receive the report that you have completed mentor training.*** When the modules and activities are complete, the information will be sent to your intern’s ACP program for accountability purposes.

If you have any questions regarding your “Online Campus Mentor Training,” please contact:

Erin Swinson  
903-468-3081  
Erin\_Swinson@tamu-commerce.edu

Thank you!!!

# CHECKLIST & DEADLINES

1<sup>st</sup> Semester *Fall* Interns

## September 30, 2011

- \_\_\_\_\_ Completion of Registration with PACT
- \_\_\_\_\_ Completion of *Introduction to PACT website, quiz and PACT content framework*
- \_\_\_\_\_ Completion of *Module 1* and related activities
- \_\_\_\_\_ Completion of *Module 2* and related activities

## October 31, 2011

- \_\_\_\_\_ Completion of *Module 3* and related activities

## November 1, 2011

Submit the following items to the Texas A&M University-Commerce AC office; found on DETAIL PAGE of intern on the PACT website

- \_\_\_\_\_ **ORIGINAL** copy of completed and signed Mentor Contract (*Special Activities Service Agreement*)
- \_\_\_\_\_ **ORIGINAL** copy of completed and signed *W-9 form*

## November 18, 2011

Submit the following items found on DETAIL PAGE of intern on the PACT website

- \_\_\_\_\_ Completed log sheet for fall semester to UNIVERSITY supervisor
- \_\_\_\_\_ 2 completed observations of intern to UNIVERSITY supervisor

## April 27, 2012

- \_\_\_\_\_ Completed log sheet for spring semester to UNIVERSITY supervisor
- \_\_\_\_\_ 2 completed observations of intern to UNIVERSITY supervisor

## April 30, 2012

- \_\_\_\_\_ Completion of *Module 4* and related activities

**!!!!!!! VERY IMPORTANT !!!!!!!**

***The mentor payment will be processed through the university's business office at the end of the spring semester ONLY after all forms have been submitted and all training completed. Failure to submit forms and complete training by May 15, 2012 will result in forfeiture of mentor pay.***

# CHECKLIST & DEADLINES

1<sup>st</sup> Semester *Spring* Interns

## February 10, 2012

- \_\_\_\_\_ Completion of Registration with PACT
- \_\_\_\_\_ Completion of *Introduction to PACT website, quiz and PACT content framework*
- \_\_\_\_\_ Completion of *Module 1* and related activities
- \_\_\_\_\_ Completion of *Module 2* and related activities

## March 1, 2012

Submit the following items to the Texas A&M University-Commerce AC office; found on DETAIL PAGE of intern on the PACT website

- \_\_\_\_\_ **ORIGINAL** copy of completed and signed Mentor Contract (*Special Activities Service Agreement*)
- \_\_\_\_\_ **ORIGINAL** copy of completed and signed *W-9 form*

## March 9, 2012

- \_\_\_\_\_ Completion of *Module 3* and related activities

## April 27, 2012

Submit the following items found on DETAIL PAGE of intern on the PACT website

- \_\_\_\_\_ Completed log sheet for spring semester to UNIVERSITY supervisor
- \_\_\_\_\_ 2 completed observations of intern to UNIVERSITY supervisor

## November 19, 2012

- \_\_\_\_\_ Completed log sheet for fall semester to UNIVERSITY supervisor
- \_\_\_\_\_ 2 completed observations of intern to UNIVERSITY supervisor

## November 30, 2012

- \_\_\_\_\_ Completion of *Module 4* and related activities

**!!!!!!! VERY IMPORTANT !!!!!!!**

***Mentors beginning in spring will be paid for the spring semester in May. A new contract and W-9 will be required for the fall 2012 semester and payment for the second semester will be made in December after all forms have been submitted and all training completed.***

***Failure to submit forms and complete training by December 15, 2012 will result in forfeiture of mentor pay.***

# Texas A&M University-Commerce Special Activities Services Agreement/Payment Request/BW1a

Contract #: \_\_\_\_\_ Account #: \_\_\_\_\_ S/L \_\_\_\_\_ S/A \_\_\_\_\_ User Ref. # \_\_\_\_\_

Texas A&M University-Commerce ("University"), a member of the Texas A&M University System, an agency of the State of Texas, and \_\_\_\_\_ ("Contractor's Name") with the principal place of residence

located at \_\_\_\_\_ ("Contractor's Complete Residence Address") desires to enter into an agreement as of this date whereby the Contractor agrees to perform the services as defined below.

**Type of Service to be performed for the University- Services Rendered & Description of Event:**

Guidance: The Alternative Certification Program and Mentoring of Alternative Certification Intern.

**Term:** Activity Start Date: \_\_\_\_\_ Activity End Date: \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_ = (Number of hours worked: \_\_\_\_\_ X Rate of Pay: \$ \_\_\_\_\_ per hr.)

The amount to be paid to the Contractor under this Agreement shall not exceed the above amount. Upon completion of the services pursuant to University payment guidelines and Texas Government Code 2251, the total amount shall be paid to the Contractor within thirty (30) days after receipt of Contractor's invoice. This agreement is void without an amount placed in the account provided.

**Authority:** This agreement is executed and construed under the laws of the State of Texas. It is agreed that in the execution of this agreement the Contractor waives any right, privilege, responsibility, immunity or defense that would otherwise be available to it. The jurisdiction brought hereunder shall be Hunt County, Texas.

**Dispute Resolution and Claims Reviewed:** The arbitration process provided for in Chapter 2260 of the Government Code shall be used by Texas A&M University-Commerce or to attempt to resolve any claim for breach of contract. Neither the occurrence of an event nor the pendency of a claim shall be grounds for the suspension of performance by the Contractor, in whole or in part. The designated individual on behalf of Texas A&M University-Commerce for examining any claim or counterclaim and conducting any negotiations as required under §2260.052 of H.B. 826 of the 76th Texas Legislature shall be: Mr. Bert A. White, Director of Contract Administration, Texas A&M University-Commerce.

**Termination:** The Contractor may terminate this contract in accordance with this clause in whole or in part, whenever such termination is in the best interest of the University. Termination will be in the form of a written statement at least five (5) days prior to the termination of service. In the event of early termination, the University shall only be liable for payment of services performed to the termination date.

**Main Office:** Texas A&M University-Commerce, Alternative Certification Program  
Box 3011, Commerce, TX 75429-3011

Office Use Only	
Obj Code	Title Code

**Approved by:** Texas A&M University-Commerce

**Contractor:** A&M Employee  Yes  No

I certify that the work performed by the contractor listed above was accomplished during the time frame for which requested. Shared Delegation of Authority.

I certify that all above information is accurate and was deemed necessary for the event specified.

**By:** \_\_\_\_\_  
Director of Contract Administration

\_\_\_\_\_  
Name (please print/type)

**By:** \_\_\_\_\_  
Director of Alternative Certification

\_\_\_\_\_  
Title (please print/type)

**By:** \_\_\_\_\_  
Director of Contract Administration

\_\_\_\_\_  
Payee SSN/EIN

**By:** \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Signature & Date Required**

**Original Signature & Date Required**

\_\_\_\_\_  
Signature of Department Head Date

\_\_\_\_\_  
Signature of Contractor Date

Phone: 936-903-0311

Sample





## Observed Practices

Rate the intern on specific practice(s) you observed by circling the appropriate response.

O=Clearly Outstanding; E=Exceeds Expectations; S=Satisfactory; N=Needs Improvement; NA=Not Applicable/Observed

1. The teacher established discipline in the classroom. O E S N NA
2. The teacher motivated his/her students. O E S N NA
3. The teacher included all students in class participation. O E S N NA
4. The teacher showed personal interest in all students. O E S N NA
5. The teacher showed respect when interacting with students. O E S N NA
6. The teacher allowed time for student responses. O E S N NA
7. The teacher reacted positively during student responses. O E S N NA
8. The teacher gave specific feedback to student answers/responses. O E S N NA
9. The teacher followed up on student responses. O E S N NA
10. The teacher exhibited positive reactions to student learning performance. O E S N NA
11. The teacher allowed students to express their feelings. O E S N NA
12. The teacher promoted basic skills in the classroom. O E S N NA
13. The teacher promoted higher-level thinking in the classroom. O E S N NA
14. The teacher promoted teamwork in the classroom. O E S N NA
15. The teacher made ongoing effort to deal with the individual differences in the learner population. O E S N NA
16. The teacher demonstrated good command of the content. O E S N NA
17. The teacher appeared to do a good job of organizing class work. O E S N NA
18. How would you rate this teacher's command of instructional delivery skills? O E S N NA
19. How would you rate this teacher's command of instructional design skills (lesson plans, etc.)? O E S N NA
20. How would you rate this teacher's command of time management? O E S N NA

Post-Observation Conference (Please complete within 2 days of lesson)

Mentor and Intern/Student Teacher cooperatively complete the following regarding the teaching/learning process during the post-observation conference.

1. Please list the areas of strength.
  - A.
  - B.
  - C.
2. Please list the areas of concern.
  - A.
  - B.
  - C.
3. In order to assist the intern/student teacher with the areas of concern, the mentor and intern are going to take the following actions:
  - A.
  - B.

Comments:

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please make copies and give to intern and university supervisor upon completion.**

**Texas A&M-Commerce Alternative Certification Program  
Mentor Log Sheet- Fall Semester**

Intern Name \_\_\_\_\_ Mentor Name \_\_\_\_\_

Dates	Activities	Mentor's Initials	Intern's Initials
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			

Please turn into university supervisor by November 18th.

**Texas A&M-Commerce Alternative Certification Program  
Mentor Log Sheet- Spring Semester**

Intern Name \_\_\_\_\_ Mentor Name \_\_\_\_\_

Dates	Activities	Mentor's Initials	Intern's Initials
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			

Please turn into university supervisor by April 27<sup>th</sup>.