

**Teacher Candidate and Mentor Responsibilities**

**Fall Semester 2016**

Teacher Candidates should:

 Be on-time and prepared for the experience

 Be courteous to all personnel

 Become familiar with the rules and procedures of the school

 When in doubt…ask!

 Observe teaching and learn about other duties

 Be flexible and open to all experiences

 Attend all required meetings

 Seek out formative feedback from mentors, FEC, and other teachers

 Reflect on strengths and weaknesses

 Be prepared to assist, co-plan, co-teach, and teach independently in mentor’s classroom

 Invite other teachers and administrators to observe lessons and provide feedback

 Gradually become more independent

Mentors should:

 Provide the teacher candidates (TCs) their own space in the classroom to work

 Introduce the TCs to as many people in the school as is feasible (e.g. principal, administrative assistants, custodians, instructional aids)

 Make sure that TCs are aware of important school policies that must be upheld

 Answer questions regarding logistical concerns

 Provide curricular direction

 Share resources

 Allow TCs to make mistakes and learn from them; provide feedback after lesson

 Provide constructive, critical feedback on a regular basis

 Encourage TCs to grow as teachers and professionals

 Hold TCs to high expectations regarding the dispositional aspects of the field (e.g. punctuality, consistency, integrity, professionalism…etc.)

 Communicate significant concerns to University FEC immediately so that the partnership team can work towards constructive solutions to issues before they become unsalvageable

 Provide a balance of observed and independent teaching for TCs as they conduct lessons