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Your principal has asked that you serve as a mentor for an intern in the Panhandle Alternative Certification for Educators (PACE) program. **Please contact us immediately** if you have questions regarding your role as a mentor or any items in this packet. We are available to answer questions and help you as you support our intern.

You may contact our office by mail, phone, fax, or email:

**MAIL:**

PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS  
WTAMU Box 60208  
Canyon, TEXAS  79016-0001

**PHONE:**  806.651.2599

**FAX:**  806.651.3626

**EMAIL:**

MAT-PACE@wtamu.edu

Susan L. Allen, M.Ed.  
Director  
slallen@wtamu.edu

Gilbert Antunez, M.Ed.  
Assistant Director  
gantunez@wtamu.edu

Tracy McNutt  
Administrative Assistant  
tmcnutt@wtamu.edu

**WEBSITE:**

wtamu.edu/PACE

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**Please note:**  
It is important that you keep the PACE program informed of your current email (school and personal) and postal mail addresses and telephone number(s).
Dear Mentor,

Thank you for serving as a mentor for an intern in West Texas A&M University's Panhandle Alternative Certification for Educators (PACE) program. 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 fostering the professional development of the intern. Also, a year of supervised internship working with a trained mentor is a requirement of the Texas Administrative Code.

As a mentor, your responsibilities are as follows:

- Serve as host, sponsor, and advocate for the intern.
- Complete Online Mentor Training.
- Collaborate with and help the intern maintain the Collaboration Time Log.
- Observe the intern in his/her classroom, provide feedback to the intern, and submit the Mentor Observation of the Intern forms to the PACE program.
- Serve as a professional model for the intern. Allow the intern to observe you on a scheduled basis. Demonstrate specific teaching techniques for the intern and participate in a follow-up conference at the end of each reporting period.
- Serve as a source of information about school policies, procedures, norms, expectations, and academic standards.
- Be a listener, provide feedback on both a formal and informal basis, and facilitate reflective thinking.
- Communicate with the principal, WT field supervisor, and PACE staff regarding the intern's progress.
- Assist the intern in goal setting, problem solving, and self-evaluation.
- Help prevent feelings of isolation and despair commonly experienced by first-year teachers and provide support during stress points (opening of school, grade reports, open house, etc.).

This may sound like a daunting task, but your principal has shown confidence in your ability to be a role model to a first-year teacher. In addition, you will receive a one-time stipend of $450.00 for this assistance. We appreciate your willingness to work with our intern.

The following pages explain your specific responsibilities with regard to training, classroom observation, and documentation requirements. Please feel free to call or email anytime you have questions or concerns. Thanks again for your help and cooperation in supporting this first-year teacher.

Sincerely,

Susan, Gilbert, and Tracy

MAT-PACE@mail.wamu.edu
DOCUMENTS THAT REQUIRE IMMEDIATE ATTENTION/ACTION

The following documents are used to confirm understanding of your responsibilities and role as a mentor and to ensure timely payment of the mentor stipend. Please return these documents to PACE as soon as possible, but no later than September 1.

1. **Statement of Understanding and Agreement**
   Please initial each line confirming your understanding of and agreement with requirements; complete the form with names (printed), your signature, and the date.

2. **Change of Student Information**
   This form should be submitted if you have ever been a student or employee of West Texas A&M University, applied to WT, attended a seminar or workshop at WT, or have otherwise been associated with the university. If you have never been associated with WT, write “N/A” across this form.

3. **Professional Services Agreement (PSA)**
   The Professional Services Agreement is a contract between you and the PACE program. By signing the PSA, you agree to the requirements outlined in this handbook and on the Statement of Understanding and PACE agrees to compensate you one payment of $450.00 at the end of the internship year if requirements are completed with documentation submitted as outlined: Online Mentor Training Modules I-III and first-semester observation requirements completed with documentation submitted by January 1 and Online Mentor Training Module IV and second-semester classroom observation requirements completed with documentation submitted by June 1.

   The PSA is submitted to the University’s purchasing office for payment at the end of the internship year. The PSA must have an original signature (not a fax or photocopy), so please complete the highlighted areas, sign, and mail the agreement with the W-9 Form and Photo ID to PACE in the envelope provided.

4. **W-9 Form and Photo ID**
   The W-9 form and a clear, readable copy of a photo ID (driver’s license) are required for all individuals receiving payment through West Texas A&M University. Please submit W-9 Form and Photo ID and PSA to PACE in the envelope provided.

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Please note:
These documents are included along with a postage-paid, pre-addressed envelope for your convenience in returning them to our office by September 1. Please attend to any communication and correspondence from PACE as soon as possible after received.
STATEMENT OF UNDERSTANDING AND AGREEMENT

As mentor for an intern in West Texas A&M University's PACE program, my initials and signature indicate my understanding of and agreement with the following:

___1. I will serve as host, sponsor, and advocate for the intern and as a source of information about school policies, procedures, norms, expectations, and academic standards.

___2. I will be a listener, provide feedback on both a formal and informal basis, and facilitate reflective thinking; I will assist the intern in goal setting, problem solving, and self-evaluation.

___3. I will provide support during stress points (first day of school, open house or “meet the teacher” night, first grade reports, etc.).

___4. I will communicate with the principal, field supervisor, and PACE staff regarding the intern's progress.

___5. I will complete and submit the Statement of Understanding, Professional Services Agreement, Change of Student Information, W-9 Form, and a copy of my photo ID by September 1.

___6. I will complete four observations of the intern during classroom instruction, at least 45 minutes each, over the period of the internship, two observations per semester, and submit documentation by the required dates: October 1, December 1, February 1, and April 1.

___7. I will serve as a professional model for the intern and allow the intern to observe my teaching on a scheduled basis over the period of the internship; I will demonstrate specific teaching techniques and participate in a follow-up conference at the end of each reporting period: October 1, December 1, February 1, and April 1.

___8. I will complete Online Mentor Training through the Performance-based Academic Coaching Teams website, https://pact.tarleton.edu/pact, including all modules, quizzes, and activities by required dates: Modules I and II, due September 30; Module III, due October 31; Module IV, due April 30.

___9. I will collaborate with and help the intern maintain the Collaboration Time Log.

___10. I will provide the program with current email address(es), mailing address, and phone number(s).

___11. I will receive a stipend of $450, paid at the end of the second semester, for my support of the intern and completion of mentor requirements.

___12. In order to receive payment of the $450 stipend, I will complete fall requirements (two intern observations and mentor training Modules I-III) with documentation submitted by January 1, 2016, and spring requirements (two intern observations and mentor training Module IV) with documentation submitted by July 1, 2016.

___13. I will complete requirements as outlined in the Mentor Handbook, and I am bound by all the terms and conditions of the program.

Please note:
Complete, sign, and return the original Statement of Understanding and Agreement along with the other “immediate action” documents listed on the next page in the pre-addressed, postage-paid envelope provided. This copy is for your records.
ONLINE MENTOR TRAINING

In compliance with Texas Administrative Code interns must receive intensive, ongoing supervision including the structured guidance and regular support of a trained mentor.

Campus mentors play an important role in the success our interns. As part of a Performance-based Academic Coaching Team (PACT) your guidance and support will have a great impact on the intern’s teaching career. This training was designed to maximize your mentoring 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 stage of a satisfying career.

Access to online mentor training:
1. PACE staff will enroll you with the PACT website, pact.tarleton.edu/pact
2. Upon receipt of an email confirmation, complete PACT registration using the verification code provided.
3. When you have access to the site, choose “Campus Mentor Training” from the Quick Links list.
4. Before you begin the training, watch the Campus Mentor Training Help video. It’s short and will show you how to select your intern and complete the training modules and activities.

Online mentor training consists of the Introduction and Modules I-IV. Training must completed in sequence, the Introduction followed by Module I, II, III and IV. Each module has three components: the Knowledge-based Module, the Quiz or Quizzes, and the Campus Mentor Activities (activities are completed with input from the intern).

Modules are not complete when the knowledge-based modules and quizzes are finished; the collaborative activities must also be submitted for a module to be marked complete. Training should be completed in sequence by these dates:
- Modules I and II – complete by September 30
- Module III – complete by October 31
- Module IV – complete by May 1

If you have any questions regarding your Online Campus Mentor Training through the PACT website, please contact Dr. Irma Harper, IHarper@tamus.edu. Thank you!

Please note:
The collaborative activities are unlocked upon completion of the knowledge-based components and quizzes for each module. Schedule a meeting with your intern and complete the activities online as they become available.
**ONGOING SUPPORT AND SUPERVISION**

*Mentor...a certified educator assigned by the campus administrator who has completed mentor training; who guides, assists, and supports the beginning teacher in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the beginning teacher's progress to that teacher's educator preparation program.*

Texas Administrative Code, Title 19, Part 7, §228.2

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**Mentor Observation of the Intern Teacher**

As part of the intern’s required supervision and professional development, you will observe the intern *during classroom teaching* for one full period (45-minute minimum) twice each semester and submit a report to PACE. *Each observation must be of classroom instruction* separate and apart from planning, collaboration, etc. (Observations during athletics periods do not meet this requirement.)

Please complete the **Mentor Observation of the Intern Teacher** form when you observe the intern—**one form per reporting period** documenting one full period of observation. We must have four reports, each documenting at least 45 minutes of classroom observation, on file by the end of the internship year. One observation should be completed and submitted within each reporting period; that is, the observations must be completed over the course of the year, so that you can observe and document the intern’s progress over time.

Submit one **Mentor Observation of the Intern** report **on or before each of these dates:** **October 1, December 1, February 1,** and **April 1**.

The stipend will be forfeited if requirements are not completed with documentation submitted as outlined: **Online Mentor Training Modules I-III** and first-semester observation requirements completed with documentation **submitted by January 1, 2016,** and **Online Mentor Training Module IV** and second-semester classroom observation requirements completed with documentation **submitted by July 1, 2016.**

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**Please note:**
This is an interactive form to complete and submit online and is in the intern/mentor folder under “Links” on the PACE website, [www.wtamu.edu/PACE](http://www.wtamu.edu/PACE).
**COLLABORATION TIME LOG**

The intern, with your help, will maintain a *Collaboration Time Log* documenting twenty-four (24) hours of collaboration throughout the internship year. These hours do not include the formal classroom observations required each semester; however, they will include time spent in pre-service planning, ongoing lesson planning, advising, and online mentor training activities. Use these “first-year teacher needs,” as well as others topics you might find helpful to the intern’s success, as a springboard for discussion/collaboration:

<table>
<thead>
<tr>
<th>Where to go and who to ask</th>
<th>Working with special needs students</th>
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<tr>
<td>Organizing the classroom and materials</td>
<td>Communicating with parents; parent night</td>
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<tr>
<td>Management of time and materials</td>
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<td>Grading/reporting policies</td>
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<td>Developing and teaching procedures</td>
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<td>Developing/implementing a behavior management system</td>
<td>State/district curriculum and testing (TEKS, STAAR, etc.)</td>
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<tr>
<td>Effective discipline techniques</td>
<td>Help with special education issues</td>
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<tr>
<td>Dealing with difficult students</td>
<td>Professionalism</td>
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<tr>
<td>Internet/intranet access, policies, etc.</td>
<td>Campus resources</td>
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As a part of *Online Mentor Training* through the *Performance-based Academic Coaching Teams (PACT)* program, you and your intern will complete collaborative activities. Up to four hours of time (one hour/module) required to complete the collaborative portion of online mentor training may be documented on the *Collaboration Time Log*.

Please help the intern maintain the *Collaboration Time Log* throughout the internship year, and remind the intern to submit it to PACE by May 1.

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*Please note:*  
This form is available download and print from the intern/mentor folder under “Links” on the PACE website, [wtamu.edu/PACE](http://wtamu.edu/PACE).
INTERN DOCUMENTS

The intern will also complete observations and document ongoing collaboration and training and submit documents, which are listed here for your reference. Please monitor the intern’s progress in completion of internship requirements so that he/she does not fall behind.

**Intern Observation of the Mentor Teacher**—In addition to your observation of the intern’s teaching, your intern required to observe you *during classroom teaching* for one full period (45-minute minimum) twice each semester. Each observation must be of classroom instruction separate and apart from planning, collaboration, etc.

- The intern will complete the form after observing you during classroom instruction.
- One form documenting at least one full period (45-minute minimum) of observation is due on or before these dates: **October 1, December 1, February 1, and April 1**. These coincide with mentor observation deadlines.

**Professional Development Tracking Form**—The intern will maintain this form documenting professional development training (excluding program course work) throughout the internship year. These activities may include pre-service and in-service training, First-Year Teacher Academy, workshops, seminars, etc.—any formal professional development activities completed as part of school district training. The intern should submit this form to PACE **no later than May 1**.

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**A final word...**

*Your intern may also be enrolled in an online class, and it would be helpful if you would inquire about his/her progress in the class as well as go over the mentor and intern checklists from time to time to ensure timely completion of requirements.*

*Thank you for helping your intern have a successful year!*
# Mentor Checklist

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<tr>
<th>Due Date</th>
<th>Item or Task</th>
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| Sept. 1  | - Submit *Mentor Statement of Understanding and Agreement, Professional Services Agreement, Change of Student Information, W-9, and photo ID* in the envelope provided  
- Begin Online Mentor Training Modules I and II |
| Sept. 30 | - Submit Online Mentor Training Modules I *Goals* activity and Module II *Roles and Phases* activity*  
- Submit the first *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation**  
- Begin Online Mentor Training Module III |
| Oct. 1   | - Submit the first *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation**  
- Begin Online Mentor Training Module III Scenarios 1-4 activities |
| Oct. 30  | - Submit the second *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation |
| Dec. 1   | - Submit the second *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation |
| Feb. 1   | - Submit the third *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation |
| April 1  | - Submit the fourth and final *Mentor Observation of the Intern* report documenting **one full class period** (45-minute minimum) of observation  
- Begin Online Mentor Training Module IV |
| May 1    | - Collaborate with intern to complete Online Mentor Training Module IV *Goals Review* activity  
- Confirm the intern's submission of the *Collaboration Time Log* and *Professional Development Tracking Form* |
| July 1   | - The stipend will be forfeited if all requirements are not completed with documentation submitted by this date. |

*Access to the online mentor training website: [http://pact.tarleton.edu/pact](http://pact.tarleton.edu/pact).*

**Mentor Observation of the Intern** reports are submitted electronically and are available in the inter/mentor folder under "Links" on the PACE website, [www.wtamu.edu/PACE](http://www.wtamu.edu/PACE).