

Mentor Newsletter

August 2021

Office of Educator Preparation



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Welcome!

Dear Mentors,

Thank you for committing to be a mentor teacher for the 2021-2022 school year! My name is Laura Click, and I am the Director of Field Experiences and Residency. For those of you that are returning mentors, we appreciate your dedication to our program, and we look forward to strengthening our partnership with you. For those serving as a mentor teacher for the first time, we want to welcome you and assure you we are here to provide you with information regarding our residency program and answer any questions you might have.

As a reminder, ETSU students began pre-residency on July 12 and are eager to get in schools and complete their 50 required observation hours. We have

encouraged candidates to attend district/and or school level in-service events so they can experience some of the beginning of the year teacher requirements. Candidates are also required to attend the first day of school. Hopefully you have already met your candidate and have begun working together.

If you are a second placement mentor teacher you will begin working with the residency candidate in mid-March of this year, therefore, you may not have received an email from them at this point and time. You also will not receive and email from LiveText until prior to the second placement beginning.

You should have received an email from me last week, providing you with information regarding the upcoming mentor teacher training session on Thursday, August 5, 2021 from 4:30-5:30 and 5:30-6:00 The first hour will be for all mentor teachers and remaining 30 minutes will be for new mentor teachers or anyone who would like to attend. Our office is aware that several schools have beginning of the year events at this particular time, and we will have a second mentor training session for those who are unable to attend. The date for the second training session will announced soon.

Our office is excited for this upcoming academic year and can't wait for our candidates to begin their residency experience with you! If there are any questions or concerns please do not hesitate to reach out to our office at edprep@etsu.edu or by using the contact information below.

Thank you again for supporting the ETSU, Clemmer College, Educator Preparation Program,
Laura Click

Upcoming Events

The Mentor Teacher Virtual Information & Training Session will be held on Thursday, August 5 from 4:30-5:30 for all mentor teachers. From 5:30-6:00 it will be for new mentor teachers with a Q & A session to follow.

LiveText & Time Log Approval

If you are a first placement mentor, you should have received an email from “Watermark/LiveText” showing your username and asking you to create an account. (Sometimes these emails go to spam or junk mail.) LiveText is a shared space between you, your residency candidate, and their ETSU supervisor. Students are required to log their hours in LiveText and you will be required to review and approve them. LiveText is also used to store evaluations, observations and other documents that we will discuss during the Mentor Teacher Training Session.

If you are a first time mentor and have not created a LiveText account , you will receive an email that will provide you with a temporary password to

access the account and then you will have the opportunity to create a new password and log in. **Your username is your school email address.** (If you created an account in LiveText in previous years, you will use previous login information. There is also an option to reset your password if you do not remember.) If you can't find the link, go to www.LiveText.com and click on forgot password. It will prompt you to enter your username which is your school email address and then you can reset your password.

If you continue to have trouble or if this doesn't work, please contact the Office of Educator Preparation at edprep@etsu.edu , or our placement coordinator, Stephanie Tanksley at tanksleys@etsu.edu or 423-439-7597.

All residency candidates should be logging their clinical hours in LiveText on a weekly basis. As a mentor teacher, you will review and approve these hours at the end of each week. Residency candidates should also follow the school protocol for signing in and out of the building each day.

Mentor Teacher Information Form and Compensation Paperwork

The Office of Educator Preparation asks that you complete the following form for our records if you have not already completed in the past:

Mentor Teacher Information Form:

- The mentor teacher information form is used to collect information for new mentors or information changes from returning mentors.
- https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV_1RqEcXliqo0VvN4

If you are a **new mentor teacher**, you will also need to complete the following processes to receive the stipend for serving as a mentor teacher:

•Dynamic Forms Account Setup:

- All mentor teachers must have a Dynamic Forms account. This must be set-up in order to complete the Direct Deposit Authorization.
- Please use this link to create your account:
- <https://dynamicforms.ngwebsolutions.com/AccountManagement/CreateAccount.aspx>

•Direct Deposit Authorization Form:

- Once the Dynamic Form Account has been created, use the Direct Deposit Authorization link below to submit your w9/direct deposit info:
- <https://www.etsu.edu/bf/redirects/df/vendors/payee.html>

****If you have or had a name or address change at any time since attending ETSU or during mentorship, you will need to complete and submit a **Personal Information Change Form**. This form will be provided by the Office of Educator Preparation.**

Communication

The Office of Educator Preparation continues to try to improve the communication efforts between our office and our mentor teachers. In addition to our website and monthly newsletters, we will also offer a virtual office hours option on the second Wednesday of each month from 3:30-4:30. Please feel free to join us during this time if you have praises, suggestions, questions or other issues. I have included the Zoom information below. As always, we can be reached via email or phone between 8:00 and 4:30.

ETSU Mentor Teacher website

- <https://www.etsu.edu/coe/educator-preparation/residency/mentors.php>

Monthly Newsletters to Mentor Teachers

Office of Educator Preparation Monthly Virtual Office Hours

- The second Wednesday of each month from 3:30-4:40 (September-May)
- <https://etsu.zoom.us/j/93747002963?pwd=Vm9ZMW5TWUxuR09FUXBWL2dZb01UUT09&from=addon>
- Meeting ID: 937 4700 2963
- Passcode: 171497

Important Dates

- Pre-residency dates July 12- August 20
- Residency I August 23 - December 9



If you have any questions involving important dates, please contact the Office of Educator Preparation.

Contact Us



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