

Mentor Newsletter

January 2025

Office of Educator Preparation



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Upcoming Dates

- **Residency II Switch date-March 3:** Candidates will move to their second placement mentor teacher. (This may be different for music students, PE, RITE Candidates, KAT Candidates, or other candidates with special circumstances.)
- **ETSU Office of Educator Preparation Career Fair - April 7 1-4pm** (Candidates are excused half-day from their placement if they are attending this event.)
- **Last Day of Residency II: May 2** (Candidates are required to make up

all absences during Residency II after this date.)

- **Certification and Graduation Zoom Meeting: Thursday, March 6, 2025 from 3:30-4:30: (Meeting for candidates ONLY)** Candidates will need to be excused from all duties to attend this meeting.

edTPA Newsletter



edTPA January Newsletter: Tips for Filming!

Happy January!

Here are some filming tips for candidates, mentors, and supervisors. We hope you find this helpful!

Good luck, candidates!



Candidates



1. Charge camera the night before
2. Practice filming with camera
3. Keep camera in a place where it can be plugged into the wall
4. Only move and unplug camera when you are doing small groups/wanting a specific thing filmed
5. Remember that it will not always go perfectly, but remain calm and remember that you can always go back and film
6. Introduce the camera to the students and explain its purpose
7. Make sure the camera is rolling
8. Save your video in multiple formats (ex: computer, hard drive, and onedrive)

1. Understand that your candidate may be nervous, but continue to reassure them
 - a. Be encouraging!
2. Before filming begins, go over candidate's lessons with them
 - a. Offer tips and tricks
 - b. Continue to reassure them
 - c. You are there to guide them, so if you see some things that may need to be changed so the lesson may flow better, offer advice
 - d. Make sure everything flows
3. Your candidate may ask you to help film, so if this is the case, please ask the candidate to help you with understanding the camera
 - a. Do this before filming so you can feel more comfortable with the camera
4. Instruct students that the candidate will be in charge during the lesson, so refer to the candidate as if they are the main teacher of the classroom

Mentors



IF you have any questions, please reach out to Angela Shelton,
sheltonam1@etsu.edu.

Residency II Key Roles & Reminders

- All residency **candidates should be logging their clinical hours on a weekly basis and you should review and approve these hours at the end of each week.** Candidates should also follow the school protocol for signing in and out of the school each day. **Report excessive absences, tardies or early dismissal to their ETSU supervisor.**
- **If a candidate is going to be absent or tardy, they should, at minimum, send one email copying the appropriate stakeholders** (mentor teacher, ETSU supervisor, and principal/secretary) as soon as possible.
- Include your residency candidate during your planning session, PLC, IEP, data meetings, or collaborative work sessions.
- Designate a set time each week to meet with your candidate and reflect on their strengths and areas of refinement. (Candidate and Mentor Reflective Discussion Summary should be completed two times each month to document these meetings.) Candidates are responsible for uploading this into Watermark, SL&L
- Complete the Residency Candidate Performance Checklist one time each month to evaluate your candidate's professional dispositions. Candidates are responsible for uploading this into Watermark, SL&L.
- Allow candidates to apply skills and knowledge connected with their coursework. Students should be teaching or co-teaching regularly in a variety of groupings (whole group, small group, one-on-one) and content areas (if applicable). Residency II is the time for candidates to get as much teaching experience as possible.
- When a residency candidate is being observed by their ETSU supervisor, the candidate should submit their lesson plan to you and their ETSU supervisor a **minimum of 2 days in advance** so you can review the standards and objectives they are planning to teach.
- Each time the ETSU supervisor observes the residency candidate, they should also check in with you regarding the candidate's performance,
- Support candidates edTPA work by allowing them flexibility to complete filming or other requirements associated with the edTPA.
- The **Observation and Evaluation Schedule** is a helpful document to keep you up-to-date with deadlines.

Student Learning & Licensure by Watermark

- All residency candidates should be logging their clinical hours on a daily basis. Mentor teachers should review and approve these hours at

the end of each week. Candidates should also follow the school protocol for signing in and out of the school each day. **If your candidate is absent or tardy, they should, at minimum, send one email copying the appropriate stakeholders (mentor teacher, ETSU supervisor, and principal) as soon as possible.**

- If any candidate or mentor teacher is having difficulty accessing Student Learning & Licensure, please contact the Office of Educator Preparation, edprep@etsu.edu or Dr. Tami Baker, bakert@etsu.edu at the ETRC immediately so the issue can be resolved.

Co-Teaching Models and Strategies

Co-Teaching is an Attitude... an attitude of sharing the classroom and students.

Co-Teachers must always be thinking-We are BOTH teaching!

One Teach, One Observe

One teacher has primary responsibility while the other gathers specific observational information on students or the (instructing) teacher. The key to this strategy is to focus on the observation – where the teacher doing the observation is observing specific behaviors.

One Teach, On Assist

This is an extension of One Teach, One Observe. One teacher has primary instructional responsibility while the other assists students with their work, monitors behaviors, or corrects assignments.

Parallel Teaching

Each teacher instructs half the students. The two teachers are addressing the same instructional material and presenting the material using the same teaching strategy. The greatest benefit to this approach is the reduction of student to teacher ratio.

Station Teaching

The co-teaching pair divides the instructional content into parts – Each teacher instructs one of the groups, then rotate or spend a designated amount of time at each station – often an independent station will be used along with the teacher led stations.

Team Teaching

Well planned, team-taught lessons, exhibit an invisible flow of instruction with no prescribed division of authority. Using a team-teaching strategy, both teachers are actively involved in the lesson. From a students' perspective, there is no clearly defined leader – as both teachers share the instruction, are free to interject information, and available to assist students and answer questions.

Alternative Teaching (Differentiated)

Alternative teaching strategies provide two different approaches to teaching the same information. The learning outcome is the same for all students; however, the avenue for getting there is different.

Mentor Teacher Information Form & Compensation Paperwork

The **Mentor Teacher Information form** (linked below) is used to collect information for new mentors or information changes from returning mentors.

- https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV_0HTTokhsqAHKe3Q

The Office of Educator Preparation asks that you complete the updated **Mentor Teacher Information Form** for our records this year.

If you are a **new mentor teacher or if you have not completed paperwork since Spring 2021**, you will also need to complete the following processes to receive the stipend for serving as a mentor teacher. Mentors who serve during the Spring 2025 semester should complete the following process **by March 31, 2025** in order to receive payment by late May:

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 via email.**

Residency II Substitute Teaching Guidelines

During Residency II, candidates are allowed to substitute in two settings, but must follow the guidelines below:

1. In the event a mentor teacher is absent, residency candidates will be paid to substitute for their mentor teacher without restrictions.
2. Residency candidates can substitute in other classrooms within their

placement school after their edTPA filming is complete and they have obtained approval from their mentor teacher and ETSU supervisor. Candidates are limited to 5 days of substitute teaching in other classrooms.

For residency candidates to substitute teach in other classrooms during Residency II, they will need to complete the following protocol:

1. Complete the Candidate to Substitute Agreement which requires approval signatures from their mentor teacher, school principal, ETSU supervisor, and ETSU seminar leader.
2. After the agreement is complete with signatures, the candidate should email the contract to their ETSU supervisor and upload it into Watermark, Student Learning & Licensure.
3. Candidates are responsible for recording dates, locations, subject and/or grade level of their substitute experience on the Watermark time log.

*Candidates may be removed from eligibility for substitute teaching at any time, for any reason or for no reason, by the principal of the school, mentor teacher, and/or ETSU Supervisor, or seminar leader.

**Long-term substituting must receive prior approval through the Office of Educator Preparation.

***When substituting, the candidate is acting as a substitute for the school system rather than as a teacher candidate for ETSU. Candidates will abide by all policies, rules and regulations of the school system while performing the duties of a substitute teacher.

If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below.

Contact Us



Laura Click
*Director of Field
Experiences and Residency,*
Clemmer College of
Education and Human
Development
clicklm@etsu.edu
(423) 439-4200



Chelsey Mitchell
Placement Coordinator,
Clemmer College of
Education and Human
Development
mitchellcb@etsu.edu
(423) 439-7597



Thomma Grindstaff
Certification Coordinator,
Clemmer College of
Education and Human
Development
grindstt@etsu.edu
(423) 439-7562



Taylor Burkey
*Educator Preparation
Coordinator,*
Clemmer College of
Education and Human
Development
burkeyt@etsu.edu
(423) 439-4256

Angela Shelton
edTPA Coordinator,



Clemmer College of Education and Human Development
sheltonam1@etsu.edu
(423) 794-7977



Dr. Cynthia Chambers
Associate Dean of Education Preparation,
Clemmer College of Education and Human Development
chamberc@etsu.edu
(423) 439-7586

Clemmer College of Education and Human Development
Office of Educator Preparation
Warf Pickel Hall, Room 305
edprep@etsu.edu



Clemmer College | 305 Warf-Pickel Hall P.O. Box 70685 | Johnson City, TN 37601 US

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