



CLEMMER COLLEGE of
EDUCATION and
HUMAN DEVELOPMENT
EAST TENNESSEE STATE UNIVERSITY

ETSU Mentor Newsletter

September 2023

Office of Educator Preparation



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Welcome!

Dear Mentors,

Now that we are a few weeks into Residency I, your candidate should have created a weekly schedule for completing their field hours. **Candidates are required to enter their completed hours in Watermark, Student Learning & Licensure each week, and sign in and out at the front office.** Please contact the student's ETSU supervisor if you are having issues with your residency candidate's attendance or tardiness.

The ETSU Supervisor's role is to serve as a liaison between the residency candidate and the mentor teacher. The candidate's supervisor should have scheduled an introductory visit with you and your candidate to review expectations and responsibilities, go over the evaluation schedule and instruments, and answer any additional questions you might have.

Each time an ETSU supervisor observes your residency candidate, they should also check in with you for an update on the student, and you should provide the supervisor with a completed Residency Candidate Performance Checklist which evaluates the candidates professional dispositions at various points through the residency year. This document can be found on the website or a link was also included in the mentor training powerpoint you received.

Our office is excited and proud to hear so many positive stories of how our mentor teachers and candidates are finding ways to support one another. Please remember to send us highlights and pictures of anything exciting going on in your classroom. Thank you for your commitment to these future educators!

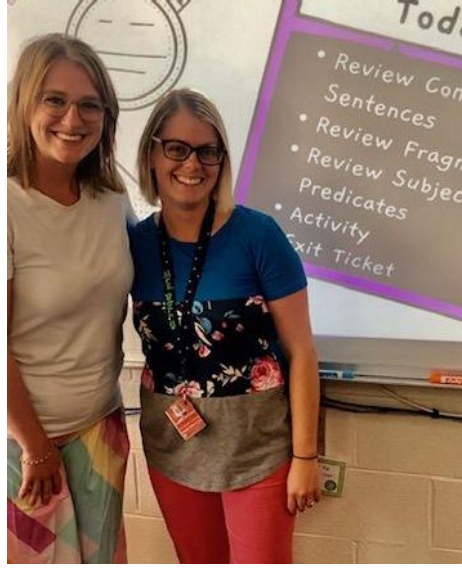
Laura Click
Director of Field Experiences and Residency
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Video Permission Form

Video permission forms are required for any type of recording that residency candidates do in the classroom. This includes assignments, lesson plans, and edTPA.

Candidates are responsible for keeping record of all video permission forms for the entire residency year. The [Video Permission Roster](#) should be completed and uploaded to Student Learning & Licensure by Watermark, once the platform is ready for uploads.

Residency Spotlight



ETSU Alumni, Mentor Allison Berry, Johnson City Schools, incorporates the co-teaching model in her classroom. Alongside Residency I teacher candidate, Hillary King, Ms. Berry assists students as Ms. King delivers instruction and pulls small groups. While Hillary taught students to identify sentence subjects and sentence predicates at the technology table, Ms. Berry circulated to check for understanding and offer clarification as students completed a variety of tasks. Together they supported student engagement and learning.

Substitute Teaching Guidelines

- Residency Candidates are **NOT allowed to be pulled to watch or monitor a classroom without another adult present** (teacher, Instructional Assistant, substitute teacher). This is a liability issue.
- Residency Candidates **CAN be used as a substitute teacher only if they have completed the district substitute training and HR payment paperwork.**
- Residency Candidates that are in specific programs such as the RITE, CAT and KAT programs will follow their specified guidelines.
- If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below or check in the [Mentor and Supervisor Handbook](#).

Student Learning and Licensure by Watermark

Student Learning and Licensure (SL&L) by Watermark is a shared space between you, your residency candidate, and their ETSU supervisor. Only first

placement mentor teachers will have access to SL&L by Watermark during Residency I. If you are scheduled to have a residency candidate for their second placement, you will receive an email to set up your SL&L account when your candidate arrives in your classroom.

Students are required to log their hours in SL&L by Watermark and you should review and approve them on a **weekly basis**.

****At this time, we are still trying to work through some of the hiccups associated with the implementation of the new platform, and have asked all mentors to only use SL&L to approve their residency candidates hours. Any observations, performance checklists or reflective summaries should be completed on paper and help until you receive notification to upload these documents.**

We have also included some links to helpful instructions and videos below:

- [Field Experience Mentor Guide](#)
- [Approving or Rejecting Student Time Log Entries \(Video\)](#)
- [Reset Password](#)

If you have trouble logging into SL&L by Watermark or any additional questions, please email the Office of Educator Preparation at edprep@etsu.edu

Mentor Teacher Residency I Schedule

Residency I

- ***The Candidate and Mentor Teacher Reflective Discussion Summary*** (once a month in Residency I (September, October, and November)
 - ***Residency Candidate Performance Checklist*** (required during each supervisor observation visit -3 times during Residency I)
 - **Informal Teaching Observation (1) (By September 30)**
-

Mentor Teacher Information Form and Compensation Paperwork

The Office of Educator Preparation asks that you to complete the Mentor Teacher Information Form below by September 30, 2023.

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_eCIuJpLSdxhFUm

****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://dynamicforms.ngwebsolutions.com/Submit/Start/871acdee-1fe2-4940-acf0-f8d51a3e1137?SSO=N>

****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. To receive this form, please email edprep@etsu.edu.**

Communication

Mentor Teacher and Supervisor Handbook

https://www.etsu.edu/coe/educator-preparation/residency/documents/mentor_supervisor_handbook_2023_2024.pdf

ETSU Mentor Teacher website

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

Monthly Newsletters to Mentor Teachers

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