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*College of Education and Psychology*

*Educational Field Experiences*

TO: Cooperating Teachers

FROM: Anne Sylvest, Ph.D.

Director

DATE: July 21, 2017

RE: Mentor Teacher CEU Application Procedure

We consider the partnership between Southern Miss and our mentor teachers/school districts as an invaluable aspect of our teacher education program. We certainly want to do everything possible to strengthen that partnership and to support our mentor teachers. To that end, we now offer Mentor Teachers the option of receiving five (5) CEUs for hosting a Southern Miss student teacher. Please note the criteria for receiving the five CEUs, effective Fall 2017, as outlined below.

1. Supervision of a teacher candidate (student teacher) qualifies a mentor teacher to apply for five CEUs through Educational Field Experiences. A mentor may choose either five CEUs or a course scholarship.
2. In order to be awarded the five CEUs
   1. A mentor must meet the following qualifications according to the contract USM holds with your school district:
      1. Hold a standard teaching license
      2. Have three consecutive years of positive teaching evaluations
      3. Positively impact student learning
      4. Attend a Mentor Teacher Training Workshop (available online after spring, 2018)
      5. Mentor a USM student teacher in your field of licensure
      6. Voluntarily accept the responsibilities of a mentor teacher (observing, conversing, critiquing, working collaboratively, evaluating, etc.)
   2. Receive positive ratings from the USM University Supervisor and the student teacher:
      1. Meet frequently with student teacher throughout the experience to plan and critique lessons.
      2. Provide daily feedback to the student teacher; praise what is effective and make suggestions for improvement; help the student teacher progress.
      3. Work with your student teacher to plan, conduct, and analyze data for the student teacher's *Assessment of Students' Academic Growth* assignment.
      4. Offer resources – online and physical; share your expertise as well as your materials.
      5. Email or phone the University Supervisor with any questions or concerns as soon as they arise.
   3. Complete the Teacher Intern Assessment Instrument (TIAI) online certification training and upload your certificate to your Tk20 binder.
3. To apply for CEU credit, complete the application found in Tk20.  The application can be accessed by following these steps:
   1. Close the evaluation binder by clicking the close button found on the page listing the evaluations.
   2. In the left side menu, click on "Applications."
   3. Click the green "+Create New Application" button.
   4. Complete short application.
   5. Send email to EFE stating that application has been submitted. (denise.crozier@usm.edu)