TO: Cooperating Teachers via District Administrators

FROM: Anne Sylvest, Ph.D. and Marsha Walters, Ph.D. Co-Directors

THROUGH: Ann Blackwell, Ph.D. Dean

DATE: March 1, 2012

RE: Mentor Teacher Scholarship Application Procedure Summer 2012

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. In the past, we have been able to demonstrate appreciation for our mentor teachers by offering a rather generous policy regarding Mentor Teacher Scholarships. During the past three years, however, we have been faced with serious budget cuts at Southern Miss, coupled with an increase in scholarship applications. We have been forced (at least temporarily) to make adjustments to our criteria for awarding Mentor Teacher Scholarships. Please note the criteria for Mentor Teacher Scholarships effective Summer 2012 as outlined below.

1. Supervision of a teacher candidate (student teacher) qualifies a mentor teacher to apply for a scholarship through Educational Field Experiences (EFE) for coursework at Southern Miss. If granted a scholarship, the mentor teacher is still responsible for the payment of online, lab, parking, late registration, interest, and certain specialty course fees. PLEASE NOTE: Scholarship application forms will be date stamped upon arrival to EFE. Scholarships will be awarded based upon:
   a. available funds;
   b. a first-come, first-served basis; and
   c. a maximum of 2 scholarships (6 credit hours) per applicant per semester.

2. It is important for the mentor teacher to register for course(s) with the University before submitting the scholarship form to EFE. Once the scholarship form has been submitted, the mentor teacher should please contact EFE for confirmation that the form has been received.

3. Registration for the course is completed through standard USM registration channels. If registration assistance is needed, please contact the College of Education and Psychology Dean’s Office at (601) 266-4224. PLEASE NOTE: Processing the Mentor Teacher Scholarship form with EFE does not enroll a mentor teacher in a Southern Miss course.

4. Scholarship awards will be determined no later than the first two weeks of class.

5. EFE will notify the mentor teacher via email if a scholarship is awarded.

6. If the mentor teacher gets a bill, please do not ignore it. Call EFE at (601) 266-4571 for clarification and support.

7. In order to qualify for a three (3) semester hour scholarship, the scholarship applicant must have mentored a USM student teacher during Fall 2004 - Spring 2012.
8. In order to avoid late fees, the mentor teacher should please register with Southern Miss and apply to EFE the semester prior to taking a class.