



GEORGETOWN

C O L L E G E

Live. Learn. Believe.

PRACTICUM (ECE 575 A/B) LBD MENTORING AGREEMENT

GC = Georgetown College

ECE = Exceptional Child Education

Mentor Qualifications:

- Hold a valid LBD Professional teaching certificate (cannot be doing KTIP or on a Temporary Provisional)
- Have completed successful LBD teaching for a minimum of two years (preferably four)
- Be nominated by principal and Director of Special Education
- Be willing to serve in a mentor/coaching role

Major Responsibility:

- Serve as a "knowledgeable colleague" with the GC ECE candidate and provide or assist with the provision of assistance as needed.
- Provide a minimum of 15 hours of mentoring with the candidate:
 - at least 5 hours in the classroom with children present, and
 - at least 10 hours outside the classroom (children not present);
- Observe and provide classroom experience feedback.
- Complete an end-of-semester final evaluation/feedback on the candidate's performance, using the GC form.

Specific RESPONSIBILITIES:

- Be available to the candidate for consultation
- Be a model and demonstrate skills in working with LBD students
- Initiate frequent weekly contacts with the candidate for "how is it going?" [It is suggested that approximately a maximum of 1-2 hours weekly is the amount of contact expected]
- Assist in locating resources needed by the candidate
- Answer and/or assist the candidate in finding answers to concerns, questions, and/or coursework content
- Review and/or guide the candidate with projects as part of the GC coursework
- Assist the candidate in finding solutions to problems encountered, using a problem solving model
- Assist GC Faculty in monitoring the candidate's portfolio items.
- Call GC Faculty with concerns regarding the candidate OR the GC program
- Conduct informal observations of the candidate (maximum one or two per month for 10-15 minutes lessons or activities)
- Observe the candidate working with students and provide informal and formal feedback re: teaching skills
 - 1 formal observation of a candidate-developed written lesson plan
 - informal observations of lessons and instruction
- Provide requested feedback to GC regarding the candidate
- Provide requested feedback to GC regarding the MA Special Education Program
- Be familiar with the GC Conceptual Framework and candidate dispositions.

Documentation:

- Sign this Mentoring Agreement document, as a written agreement with Georgetown College
- Submit a W-9 form to process mentor payment at the end of the semester
- Maintain a log of mentoring contacts (minimum of 15 hours) with the candidate using GC Mentor Log.
- Complete feedback documentation for the formal lesson observation, using:
 - GC LBD Observation form (signed by both mentor and candidate)
- Complete the end-of-semester feedback/evaluation documentation of candidate performance

Financial Incentive:

- GC will provide a stipend payable at the end of the term upon submission of Mentor Log, unless the mentor is also serving as the candidate's KTIP mentor. All paperwork must be submitted by the deadline. Submission after APRIL 29 or November 30 may result in forfeiture of eligibility for payment.