



CLEMMER COLLEGE of
EDUCATION and
HUMAN DEVELOPMENT
EAST TENNESSEE STATE UNIVERSITY

ETSU Mentor Newsletter

August 2023

Office of Educator Preparation



In this Newsletter

- **Welcome!**
- **Important Dates**
- **Residency I Requirements**
- **Watermark & Time Log Approval**
- **Mentor Teacher Information Form and Compensation Paperwork**
- **Communication**
- **Contact Information**

Welcome!

Dear Mentors,

Thank you for committing to be a mentor teacher for the 2023-2024 school year! My name is Laura Click, and I am the Director of Field Experiences and

Residency. For those of you that are returning mentors, we appreciate your dedication to our program, and we look forward to strengthening our partnership with you. For those serving as a mentor teacher for the first time, we want to welcome and assure you we are here to provide you with information regarding our residency program and answer any questions you might have.

As a reminder, ETSU students began pre-residency on July 10 and were eager to get in schools and complete their 50 required observation hours. We encouraged candidates to attend district and/or school level in-service events so they could experience some of the beginning of the year teacher requirements. Candidates were also required to attend the first day of school for students.

If you are a second placement mentor teacher you will begin working with the residency candidate at the beginning of March , therefore, you may not have received an email from them at this point and time. You also will not receive and email from Watermark until prior to the second placement beginning.

This year we are conducting **Mentor Teacher Training Sessions** based on your residency candidates program of study (Please see training dates below). If for some reason you are not able to attend on your schedule date, you are welcome to attend another session. There have been several changes and updates for the upcoming 2023-2024 school year and you can find this information in the updated Mentor Teacher and University Supervisor Handbook.

Our office is excited for this upcoming academic year and can't wait for our candidates to continue in their Residency I experience with you! If there are any questions or concerns please do not hesitate to reach out to our office at edprep@etsu.edu or by using the contact information below.

Thank you again for supporting the ETSU, Clemmer College of Education and Human Development, and the Educator Preparation Program,
Laura Click

Important Dates



- Pre-residency dates July 11 - August 25
- Residency I August 28 - December 8

Mentor Teacher Training Sessions

Training sessions are scheduled according to residency candidates' program of study (Please see training dates below). If for some reason you are not able to attend on your schedule date, you are welcome to attend another session.

- **Wednesday, August 23, 2023: Mentors supporting PE Residency candidates**
- **Thursday, August 24, 2023: Mentors supporting Special Education Residency candidates**
- **Monday, August 28, 2023, or Wednesday, August 30, 2023: Mentors supporting Secondary, MAT, and Music Residency candidates**
- **Tuesday, August 29, 2023, or Thursday, August 31, 2023: Mentors supporting Elementary Education Residency candidates**
- **TBD: Mentors supporting Early Childhood Residency candidates (You will receive an email from Angela Shelton in the Early Childhood Program)**

The Zoom link below will work for all Mentor Teacher Training Sessions.
Join Zoom Meeting

[https://etsu.zoom.us/j/89124320344?
pwd=ZnZMVEdnUW1HVWJrUUhhWXVncFh3UT09](https://etsu.zoom.us/j/89124320344?pwd=ZnZMVEdnUW1HVWJrUUhhWXVncFh3UT09)

Meeting ID: 891 2432 0344

Passcode: edprep305

Early Childhood Mentor Training on Thursday, August 24, 2023 from 4:00-6:00 will be hosted by Angela Shelton. Early Childhood mentors should have received an email from her with the following zoom link:
Topic: ECED Residency Bootcamp Session #1: Getting Started

Join Zoom Meeting: [https://etsu.zoom.us/j/85014003125?
pwd=ZWgvdVZKaEh0YlNrZlhRMEJaK3k1UT09](https://etsu.zoom.us/j/85014003125?pwd=ZWgvdVZKaEh0YlNrZlhRMEJaK3k1UT09)

Meeting ID: 850 1400 3125

Passcode: bootcamp

If you have any questions involving important dates, please contact the Office of Educator Preparation.

Residency I Requirements

In addition to approving residency candidates time in Watermark each week, mentor teachers should plan to complete the following with their residency candidate during the Residency I semester.

•***The Candidate and Mentor Teacher Reflective Discussion Summary*** completed collaboratively between residency candidate and mentor teacher (once a month in Residency I (September, October, and November))

•***Residency Candidate Performance Checklist*** completed by mentor teacher (required during each supervisor observation visit -3 times during Residency I)

•***Teaching Lesson #1: Informal Teaching Observation*** completed by mentor teacher (By September 30)

Watermark & Time Log Approval

Mentor Teachers, residency candidates, and university supervisor(s) will have access to the Student Learning and Licensure platform on Watermark. This is where you will approve your candidate's logged hours, access required documents, and complete observations and evaluations. Watermark's platform looks similar to Livetext but should be easier to access and use. Carefully read the information below on how to access your account.

Accessing Watermark Student Learning & Licensure Login:

1. You should receive an email from Watermark to begin the login process (In some instances it may go to your spam or junk folder). If you do not receive an email, you can use the following link to login to Watermark: [Mentor Login to SLL](#)
2. Use your school email address as your username, and you will receive a prompt to create a password.

Once you access Watermark you will need to work with your candidate to complete the following Pre-residency requirements:

1. Approve your candidate's logged hours on a weekly basis.
2. Provide your candidate with information to complete the Residency Placement Information Document by August 25, 2023. (Students will upload this document in Watermark)

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 Watermark or any additional questions , please email the Office of Educator Preparation at edprep@etsu.edu

Mentor Teacher Information Form and Compensation Paperwork

The Office of Educator Preparation asks that you complete the following form for our records if you have not already completed in the past:

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_eCIuJpLSdxhFUmG

****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://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.**

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

Contact Us



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



Amanda Black-Chandler
Placement Coordinator,
Clemmer College of Education and
Human Development
blackchandle@etsu.edu
(423) 439-4256



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



Rebecca Champion
Educator Preparation Coordinator,
Clemmer College of Education and
Human Development
championr@mail.etsu.edu
(423) 439-7597



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



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 of Education and Human Development | 321 Warf-Pickel Hall, P.O. Box 70685,
Johnson City, TN 37601

[Unsubscribe mimspj@etsu.edu](mailto:mimspj@etsu.edu)

[Update Profile](#) | [Constant Contact Data
Notice](#)

Sent by edprep@etsu.edu powered by



Try email marketing for free today!