



CLEMMER COLLEGE of
EDUCATION and
HUMAN DEVELOPMENT
EAST TENNESSEE STATE UNIVERSITY

ETSU Mentor Newsletter

October 2023

Office of Educator Preparation



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Director's Note

Dear Mentors,

Residency I is well underway, and we want to let you know how much we appreciate your patience and flexibility as we implement the new Student Learning & Licensure platform. We are hopeful that most of the kinks have been worked out and you should be able to upload documents on the platform. Candidates should also be entering their time in Student Learning & Licensure each week, for your approval. If you have questions or additional issues persist with the platform, please do not hesitate to contact the **Office of Educator Preparation, edprep@etsu.edu or Dr. Tami Baker in the Educational Technology Resource Center at bakert@etsu.edu.**

Please remember, residency candidates are currently taking a full load of classes during this semester at ETSU in order to finish up their coursework. While we require candidates to be actively engaged while at their placement and encourage them to participate in some form of co-teaching each day, their current responsibilities make it unrealistic to complete solo teaching every day this semester.

Residency II starts in January, and candidates will have completed all coursework and will begin their student teaching semester. This is the time for candidates to increase their solo teaching responsibilities each week and take on more responsibility within the classroom.

Thank you for supporting our candidates this semester as they continue to gain knowledge through their coursework and experiences in their Residency I placement. If you have any questions or concerns about the amount of time they should be teaching or what this looks like in your classroom, please do not hesitate to contact their university supervisor.

The Office of Educator Preparation is always excited to highlight examples of how mentor teachers and candidates are co-teaching! 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
clicklm@etsu.edu

Residency Spotlight



Mentor and ETSU Alumni, Ashley Carlson and Residency Candidate, Ashton Browning incorporate co-teaching in their kindergarten classroom at Woodland Elementary. Ms. Carlson and Ashley used a variety of teaching strategies to teaching the concept of comparing numbers. Strategies included an interactive board activity, motivational song, a fall themed short story, and a fall themed PowerPoint. Their students enjoyed learning about comparing numbers.

Student Learning & 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. Second placement mentor teachers, will receive an email to set up their SL&L account when the candidate arrives in their classroom.

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

The University Supervisor's role is to serve as a liaison between the residency candidate and the mentor teacher. The candidate's supervisor should have scheduled a 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 the candidate's supervisor completes an observation, they should also take a moment to check in and see how the candidate is progressing. This is a good time to provide the supervisor with information from the **Residency Candidate Performance Checklist and Mentor and Candidate Reflective Summary**. These documents can be found on the website or the Student Learning & Licensure platform.

If you have trouble logging into SL&L by Watermark or any additional

Important Dates & Reminders

October 30

- October Residency Candidate Performance Checklist due
- October Mentor and Candidate Reflective Discussion Summary due
**Candidates should upload both of these documents to SL&L

December 8: Last day of Residency I

- 135 hours completed and approved by mentor teachers
 - All Student Learning & Licensure by Watermark requirements should be completed (observations, assessments, candidate performance assessment, etc).
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edTPA



MENTOR TEACHERS & SUPERVISORS



CLEMMER COLLEGE OF EDUCATION & HUMAN DEVELOPMENT
OCTOBER EDTPA NEWSLETTER

Welcome

Hello, mentor teachers and supervisors! We are so thankful for each one of you. We could not do any of this without you all. Thank you for your willingness to teacher our residency candidates, sharing your personal wisdom with them, challenging and encouraging them. We are wishing you all the best of luck as we begin a new school year.

INTRO TO EDTPA

- WHAT IS EDTPA?
- HOW CAN YOU SUPPORT YOUR CANDIDATE?
- GENERAL TIMELINE FOR EDTPA

WHAT IS EDTPA?

- ? A national assessment for candidates to measure their knowledge on planning, instruction, and assessment.
- ? Allows teacher candidates to demonstrate the skills necessary to ensure students are learning.
- ? 3-5 lessons plans that are filmed and analyzed by the teacher candidate.

HOW CAN YOU SUPPORT YOUR CANDIDATE?

- **Teach** them what you know, passing down any helpful advice you may have.
- **Inspire** them to be great teachers
- **Motivate** them to try their best and try new ideas.
- **Empower** them to conquer this next year they have ahead of them.

TASK 1
PLAN

COMPLETED IN FALL
(OCT.-DEC.)



TASK 2
INSTRUCT

COMPLETED IN SPRING
(JAN.-FEB.)



TASK 3
ASSESS

COMPLETED IN SPRING
(JAN.-MARCH)



CONTACT US

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO REACH OUT TO ME:
ANGELA SHELTON, EDTPA COORDINATOR
ETSU CLEMMER COLLEGE OF EDUCATION & HUMAN DEVELOPMENT.
SHELTONAM1@ETSU.EDU
423-794-7977

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.

Substitute Teaching Guidelines

- Residency candidates can be used as a substitute teacher only if they have completed the district substitute training and HR payment paperwork.
 - If the residency candidate is not being paid to substitute, they 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 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](#).
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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_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://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**

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



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