

# Mentor Newsletter

August 2022

Office of Educator Preparation



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## Welcome!

Dear Mentors,

Thank you for committing to be a mentor teacher for the 2022-2023 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 11 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 LiveText until prior to the second placement beginning.

This year we conducted mentor meetings based on your residency candidates program of study. Thank you to all mentor teachers who were able to attend. If for some reason you were not able to attend, we understand and you should have received an email with a link to the recorded meeting, the powerpoint, and the Handbook for Mentor Teachers and Supervisors. There have been several changes and updates for the upcoming 2022-2023 school year and you can find this information in the powerpoint and/or the new Mentor Teacher/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](mailto:edprep@etsu.edu) or by using the contact information below.

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

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## LiveText & Time Log Approval

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If you are a first placement mentor, you should have received an email from “Watermark/LiveText” showing your username and asking you to create an account. (Sometimes these emails go to spam or junk mail.) LiveText is a shared space between you, your residency candidate, and their ETSU supervisor. Students are required to log their hours in LiveText and you will be required to review and approve them. LiveText is also used to store evaluations, observations and other documents that we will discuss during the Mentor Teacher Training Session.

If you are a first time mentor and have not created a LiveText account , you will receive an email that will provide you with a temporary password to access the account and then you will have the opportunity to create a new password and log in. **Your username is your school email address.** (If you created an account in LiveText in previous years, you will use previous login information. There is also an option to reset your password if you do not remember.) If you can’t find the link, go to [www.LiveText.com](http://www.LiveText.com) and click on forgot password. It will prompt you to enter your username which is your school email address and then you can reset your password.

If you continue to have trouble or if this doesn’t work, please contact the Office of Educator Preparation at [edprep@etsu.edu](mailto:edprep@etsu.edu) , or our placement

coordinator, Amanda Black-Chandler at [blackchandle@etsu.edu](mailto:blackchandle@etsu.edu) or 423-439-7597.

All residency candidates should be logging their clinical hours in LiveText on a weekly basis. As a mentor teacher, you will review and approve these hours at the end of each week. Residency candidates should also follow the school protocol for signing in and out of the building each day.

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## Mentor Teacher Information Form and Compensation Paperwork

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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\\_1RqEcXliqo0VvN4](https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV_1RqEcXliqo0VvN4)

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.**

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## Communication

ETSU Mentor Teacher website

- <https://www.etsu.edu/coe/educator-preparation/residency/mentors.php>

Monthly Newsletters to Mentor Teachers

## Important Dates

- Pre-residency dates July 11 - August 19
- Residency I August 22 - December 2



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

## Contact Us



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