

Mentor Teacher Program Participation Form

Mentor Teacher Participant:	Mentor Teacher's School / ISD:
TeachHOUSTON Master Teacher's Name:	Student Mentee Name(s):
Semester: Fall / Spring	Observation Start / End Dates:

Section 1 – Program Description

Provide a description of the mentor teacher program in your department. Describe who is eligible for the program, how mentor teachers (participants) are selected, and the training provided.

*teach*HOUSTON is a collaborative program of the University of Houston College of Natural Sciences and Mathematics, the College of Education, and local school districts. *teach*HOUSTON collaborates with Uteach partners around the country.

- Description. The Mentor Teacher program is a training and mentoring program for *teach*HOUSTON students. The students in the program work with experienced teachers in local classrooms in five field-based courses. The mentor teachers provide opportunities for the students to observe high-quality teaching as well as to teach hands-on, engaging lessons in their classrooms. Mentors provide feedback and guidance during lesson preparation. They also provide feedback regarding lesson delivery using a formal feedback form. *teach*HOUSTON program website: <http://www.uh.edu/nsm/teachhouston/about/>
- Program Eligibility for Mentor Teachers. The mentor teacher must be a mathematics or science teacher from a participating school. See Partner Schools: <http://www.uh.edu/nsm/teachhouston/partner-schools/>
- Program Eligibility for Students. The program is open to undergraduate mathematics and science majors interested in teaching.
- Mentor Teacher Participant does not displace regular employees, but adds to the training experience of the *teach*HOUSTON student.
- Mentor Teachers communicate with *teach*HOUSTON master teachers to provide feedback for each mentee's teaching experience.

Section 2 –Mentor Teacher/Participant Responsibilities

Please check one:

- The *teach*HOUSTON student teacher will observe and teach in my classroom for a total of 14 weeks. I will also meet with the *teach*HOUSTON student teacher outside of class.
- The *teach*HOUSTON student(s) will observe my class _____ times as well as teach _____ lessons this semester. I will also meet with the *teach*HOUSTON student once outside of the class time to plan and schedule the visits.

During classroom visits, I agree to:

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1. Be present in the classroom at all times during these classroom visits.
2. Assume primary responsibility for classroom management during the classroom visits including science safety and general student safety.
3. Complete observation forms as requested for each of my mentees' teaching experiences that I will give to the *teach*HOUSTON student(s) at the conclusion of each lesson that they teach.

In general, I agree to:

- 1) Use email regularly to communicate with my *teach*HOUSTON student.
- 2) Provide feedback as requested, after the *teach*HOUSTON student completes his/her teaching experiences.
- 3) Provide lesson plan topics/objectives and resources for each lesson plan.
- 4) Communicate with the assigned master teacher using the contact information below at the first indication of a problem.

If I need to reschedule a classroom visit, I agree to:

- 1) Contact my *teach*HOUSTON student at least 48 hours in advance of the visit to be canceled or as quickly as possible in an emergency or sudden illness situation;
- 2) Contact assigned master teacher using the contact information below if I cannot reach the pre-service teacher directly; and
- 3) Reschedule the missed classroom visit as soon as possible.

Master Teacher Contact:

Name:	Paige Evans
Work:	713-743-3993
Cell/Text:	832-641-3773
Email:	pevans@uh.edu

Section 3 – Stipend/UH Responsibilities:

For your willingness to participate in the mentor teacher workshop and contribute to the growth of these *teach*HOUSTON students (pre-service teachers), we agree to provide you with a \$_____ stipend for each of the first two *teach*HOUSTON students you mentor and \$50 for each additional student. Stipends are contingent upon the receipt of your evaluations. If one of your *teach*HOUSTON students is unable to present more than one lesson, a half payment of your stipend for mentoring that student will be considered, while stipends for other students who complete all presentations will not be affected. Your stipend should be processed and disbursed within one month of the close of the University of Houston's applicable semester.

Total amount of stipend for the semester: \$_____ **Mutual Understanding of Agreement:**

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The Participant understands that in order to receive a stipend for participation, the participant must not owe debt to the University of Houston or the State of Texas.

- The Participant must fill out and attach:
 1. This signed agreement form.
 2. A US Individual Setup Coversheet form.
 3. Either a W9 or A W8 depending on your residency status.
 4. A signed Nonresident Alien form. This is needed even if you are a US citizen.
 5. A direct Deposit form. All agreements must be paid through direct deposit.
- The above forms are necessary to receive payment.
- Participant understands that this agreement is effective only after approval of the “administrator” below.
- Master teachers will inform business staff when milestones are complete and disbursement should be made.
- A copy will be supplied to all parties involved upon execution of Mentor teacher program participation form.

Please check one:

- I will be working at the University of Houston during a part of this program.
- I will **not** be working at the University of Houston during any part of this program.

Signature of Mentor Teacher

Last 4 of Social

Date

UH Office Use Only

*teach*HOUSTON Master Teacher: _____ Date: _____

Business Administrator: _____ Date: _____

UH Vendor # _____

Open for ordering

Initials: _____ Date: _____

No financial hold with UH

Comments: