September 6, 2014

TO: Classroom Teachers Who Are Mentoring Alternate Route Interns

FROM Supervising Professors: Drs. Candice Aycock, Bonnie Holder, Mark Malone, Bitsy Browne Miller, Brenda Thomas, and Rosemary Woullard

RE: ___________________________________________________, Alternate Route Intern

Thank you for agreeing to mentor an alternate route intern. As you may know, anyone seeking the Alternate Route to Teacher Licensure in Mississippi must satisfy specific requirements. Since your building principal has asked you to mentor an alternate route teacher, we wanted to take this opportunity to tell you about the internship phase of the alternate route program at William Carey University, and explain your responsibilities.

There are two trimesters of EDU 635 – Internship (fall and winter trimesters). The intern must receive a passing grade for each of the two trimesters in order to secure a standard teaching license.

As the intern’s mentor you serve an important role in the internship phase by helping the intern with planning appropriate lessons, in addition to addressing various concerns the intern may have throughout the year. As a mentor we also ask that you provide information about the intern’s dispositions for teaching and classroom instruction through two different rating forms which are enclosed. The “Professional Dispositions” rating scale should be completed and discussed with the intern before Friday, October 10, 2014. The intern is responsible for mailing or faxing the completed form to his/her supervising professor immediately after that date. The second evaluation form is the “Teacher Intern Assessment Instrument” that is enclosed. The indicators for this assessment are based on the M-STAR evaluation and the Interstate Teacher Assessment and Support Consortium (InTASC) principles, and are described in the TIAI Reference Guide which is enclosed. In order to complete the TIAI form, it is necessary for you to read the intern’s lesson plan and observe him/her teaching that plan. This evaluation form should be completed and discussed with the intern before Friday, January 23, 2015. The intern is responsible for mailing or faxing the completed evaluation to his/her supervising professor immediately after that date.

We want to work with you to insure that our intern, your co-worker, is competent and well informed, and that he/she provides an atmosphere of learning and security for each student. We cannot have a successful internship program without your help.

If you have questions, please contact the intern’s supervising professor listed below.

_________________________________________ email: ________________________ phone:

Enclosures