



Dear Mentor,

Welcome to the Florida SouthWestern State School of Education team! We are delighted you are joining us as a mentor teacher. Your role is critical in fulfilling our mission and goal of true transformational teaching.

We wanted to take a moment and explain the field experience model instituted at Florida SouthWestern State College. It does vary from the traditional model in that it places k-12 students at the center of a learning model in which the pre-teacher candidates will be given opportunities to demonstrate best pedagogical practices under the direct supervision of a highly qualified mentor teacher. This collaborative model puts you, the mentor teacher, as the main supervising teacher and primary evaluator. The Florida SouthWestern State faculty will be happy to make non-evaluative visits at any time and will be happy to clarify any questions during that time. We feel that the Co-Op model used by Florida SouthWestern State College enhances educational experiences for both the mentor teacher and the teacher candidates. Florida SouthWestern State College embraces the philosophy of collaboration and recognizes the strengths of k-12 teachers as a resource to support teacher candidates.

The School of Education asks that you complete two evaluations for the teacher candidate. Please be reminded that the student's grade is based on the evaluations and cannot successfully complete the course without your professional input. We also ask that you set aside 30 minutes a week to conference with the teacher candidate and give constructive feedback on how they can improve and grow in their chosen profession.

The students are required to come in once a week for 10 weeks and teach 5 class lessons. They are required to turn their lesson plans into you 48 hours in advance for your review. When they are not responsible for the whole class teaching, they should be actively involved with individual students, small group or other activities you give them to complete (e.g. grading, preps, bulletin boards). The School of Education is here to support you in your role as a mentor teacher so, please know that you can call on any of us to assist you.

Sincerely,

Donnalee Washburn

Director of Field Experience

Phone: 239-489-9366

**Please send all documents via fax to: 239-432-5209 (if you do not have access to a fax machine please**