



Mentor Teacher Roles and Responsibilities

Mentor Teachers play a vital role in Florida SouthWestern State College by providing our School of Education students experience working with teachers and students in K-12 classrooms. In order ensure this process is a positive experience for you, your students, and the Florida SouthWestern State students, we ask that you follow the recommended guidelines below:

Working with Florida SouthWestern Students:

- Introduce the Florida SouthWestern student(s) to your students and explain their role.
- Tell them about pertinent school and district policies.
- Offer them a safe place to store their materials and belongings.
- Discuss emergency plans for earthquake and fire drills.
- Work with your student(s) to come up with a schedule that works for all of you.
- Florida SouthWestern State students usually do not grade papers unless they are grading papers connected with a lesson in which they participated.
- Please allow them to make mistakes as long as it is not a safety issue for your students.
- If a Florida SouthWestern State student reserves you but does not show, please contact the Director of Field Experience.

Communication:

- Please maintain communication and dialogue with your Florida SouthWestern State student(s) once a week.
- Share your philosophy and understanding of teaching, as your expertise is essential to their learning process.
- Make sure to inform the students in advance about any schedule changes, assemblies, exams or anything that may mean that they would need to reschedule their visit.
- Make sure the student knows how to best contact you if they are unable to be in your classroom due to illness, emergency, etc.
- At the end of the semester you will be asked to fill out an evaluation. You will need to complete this in order to get your stipend.

If any issues arise with your Florida SouthWestern State student, we assume you will want to discuss it with them first, but it will be important for us be informed, as we want to ensure that you are having a positive experience with the Florida SouthWestern State program. To do so, please contact the Director of Field Experience.