**Memorandum of Understanding for Mentors**

**THE UNIVERSITY OF MISSISSIPPI WORLD CLASS TEACHING PROGRAM**

As part of my responsibilities as a Mentor with the UM WCTP, I agree to the following:

. . . I will meet regularly with and provide support to my assigned candidate or group of candidates from September 2017, until all candidates have submitted their portfolios (component) in May. (See Mentor’s Responsibilities in Mentor Handbook)

. . . I will provide a meeting schedule, which includes meeting dates, times and locations to my candidates and to Tammy Kirkland within two weeks of the first meeting. (Email schedule to kirkland@olemiss.edu.)

. . . I will document all meetings by providing an attendance sheet by the end November and after my last meeting in May. An attendance sheet will be emailed to the WCTP at the end of each semester.

. . . I will provide mentoring for all **four** components, utilize WCTP 601, and provide mentoring for all candidates on my list including WCTP 601 candidates.

. . . I will complete the mentor training.

. . . I will abide by the rules set forth by the National Board concerning ATLAS use. I will not allow candidates to download, record, or screen-shot the information.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Board Certificate Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MENTOR CONTACT INFORMATION**

Name of mentor (Legal first and last name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (print clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pay for Service**

1-5 Candidates $600 (fall) $800 (spring) – Six Meetings

6-10 Candidates $800 (fall) $1000 (spring) – Eight Meetings

\* Additional pay will be provided for extra requested services by the WCTP such as presentations…etc.

\* Face-to-Face meetings must be held to receive pay.

**MENTOR/CANDIDATE AGREEMENT**

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| --- | --- |
| **Mentor’s Responsibilities** | **Candidate’s Responsibilities** |
| Make an investment of time, schedule meetings, and remain committed to the candidate and the schedule. | Make and investment of time, attend meetings, and remain committed to the process and the schedule. |
| Offer challenging ideas and serve as a “critical friend” | Accept the challenge and be open to new and different perspectives on teaching and learning. Accept constructive criticism as an attempt to make you the best teacher you can be. |
| Make candidates aware of CEU opportunity, 2.8 for the entire process. Maintain attendance records. (http://wctp.olemiss.edu/ceu-applications/) |
| Help build self-confidence. | Share fears, concerns, and issues. |
| Be familiar with the National Board Standards and rubrics for each component. | Read, study, and internalize the National Board Standards and rubrics for each component. |
| Understand the assessment process. | Read all component directions. Know the portfolio and assessment center requirements. |
| Listen non-judgmentally and ask probing questions. | Listen non-judgmentally and ask follow-up question… reflect deeply. |
| Offer friendship and support. | Accept friendship and support. |
| Encourage analytical thinking and reflection. | Engage in analytical thinking and reflection. |
| Provide resources, incorporate WCTP 601. | Research possible resources and utilize resources provided by the mentor. |
| Introduce Dropbox or Google Drive to the candidates.  | Get organized, including personal life and work schedule. Set priorities. |
| Help candidate get organized and set priorities. | Maintain confidentiality. |
| Respect individual writing and teaching styles. | Know that what is in your portfolio is yours and that all decisions are ultimately yours. |
| Share timelines (http://wctp.olemiss.edu/timeline/) | Adhere to the timeline. |
| Maintain confidentiality. | Respect the mentor’s time and other obligations. Have others read your component as well. |
| “I understand that the responsibility of the portfolio rests with the candidate. I agree to help the candidate show evidence more clearly; however, I will not help the candidate create the evidence.” | “I understand that I am solely responsible for completing my own portfolio and meeting all deadlines. My achievement is based solely on my ability to provide clear, consistent and convincing evidence.” |
| Make possible candidates aware of WCTP 601 | Use the WCTP 601 course. |
| Share information about Financial Help | Read Pay-as-You-Go (http://wctp.olemiss.edu/pay-as-you-go-2/) |
| Signature: | Signature: |