



Mentor Handbook

My Passwords and Login Information (Record your information here)

Site	Username	Password
www.wctp.olemiss.edu/Mentoring/Mentors	No Username	wctp1848
ATLAS		
WCTP 601		Changes every 90 days

Communication:

The WCTP uses Remind as its primary source of communication with mentors. Please, make sure you have been enrolled.

Required Face-to-Face Meetings

Fall/Six Meetings:

September (2)

October (2)

November (2)

* Attendance sheets should be submitted to the WCTP by December 1

to ensure payment is received before Christmas. Mentors who submitted attendance documentation after December 1 are not guaranteed payment prior to Christmas.

Spring/Eight Meetings:

January (1)

February (2)

March (2)

April (2)

May (1) This meeting should address electronic submission.

In order to receive full mentor pay, you must hold the set amount of meetings

- If a conflict arises, please reschedule.
- If you physically go to meet and no one comes, you may document that and count that meeting. Unattended meetings are not expected to be rescheduled.
- In the case of severe weather threats, please reschedule. There will be no scheduled meetings in December. Hold meetings each month.
- **Email correspondence does not count as a meeting.**

Documenting Attendance

- Mentors must submit the attendance forms provided by the WCTP.
- The forms can be found on the WCTP website under Mentors. The password is wctp1848.
- All attendance forms must be emailed.

Attendance Documentation for Mentoring Online Candidates

The Office of Procurement at the University of Mississippi also requires written proof that online Mentors have invested time working with online candidates in order to issue payment for services. The following documents will be submitted to the WCTP at the end of each semester for online candidates.

The Mentor will submit

- Candidate Tracking Form and the Online Communication Tracker.
- These documents include dates that assignments were submitted to you, the mentor, as well as tracks communication, candidate support, provided through email.

IMPORTANT: If an online candidate has NOT submitted an assignment to you, you should send an email verifying they are still participating. You will submit this email with your documentation at the end of the semester. This email will allow you to receive credit for the candidate. Mentors cannot be paid for candidates that do not respond to emails or submit assignments without proof the candidate is still participating.

Assignment Tracker Form

Candidate's Name	Component	Assignment #1 Date Submitted	Assignment #2 Date Submitted	Assignment #3 Date Submitted	Assignment #4 Date Submitted	Assignment #5 Date Submitted

Communication Tracker (Shortened Example)

Candidate's Name	Dates of Emails	+ (two-way communication) - (you contacted but received no reply)

Mentoring Online Candidates

- The WCTP will email you the candidates' applications and copy your candidate to make the initial introduction.
- Send an introductory email, perhaps as a group message to build community. (An example has been provided. See Mentors' resources on the WCTP website/*Mentors*.)
- Contact your candidate biweekly
- Do NOT accept any work from a candidate that is not submitted as outlined in the assignments. This is WCTP policy.
- Use the provided Feedback Forms and checklists that are available in WCTP 601 under *Mentors*
- Additionally, you may wish to make notes on their commentaries.
- Provide feedback within 7 to 10 days. Should you have an emergency and are unable to do so, contact the WCTP, and we will contact your candidates.
- Provide candidates with reading deadlines for holidays: Thanksgiving, Christmas, Spring Break, and Final Submission in May.

When candidates register as an online candidate they are made aware of how to use the course, mentors should reinforce this protocol.

If a candidate chooses not to participate in our online mentoring as a result, they may withdraw, but we cannot sacrifice the quality of our candidate support. National Boards is a challenge. We owe it to all our candidates to provide the best support possible.

Please, email the candidate and copy the WCTP if this becomes an issue.

Mentoring Face-to-Face Candidates

- The WCTP will email you the candidates' applications and copy your candidate to make the initial introduction.
- Provide the WCTP a copy of your mentor schedule prior to the start of mentoring.
- Include the WCTP Lesson Plan for your first mentoring session.
- Provide specific feedback.
- Provide feedback within 7 to 10 days. Should you have an emergency and are unable to do so, contact the WCTP, and we will contact your candidates.
- Provide candidates with reading deadlines for holidays: Thanksgiving, Christmas, Spring Break, and Final Submission in May.
- Direct and guide all candidates to component the Component 1 Module: Content Knowledge in WCTP 601.
- Use additional WCTP 601 modules as a supplement.

Online Application

Academic Year *

Select one...

Component(s) completing this year *

- ☐ Component 1
☐ Component 2
☐ Component 3
☐ Component 4

Personal Info

Name *

First Last

Phone Number *

- ## -

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email *

Receive text messages via Remind *

☒ Yes ☐ No

Candidate Status *

Select one...

Teaching Experience *

of years

NBPTS: Candidate ID # *

8 digits

WCTP Participation Terms Agreement

ALL PARTICIPATION TERMS MUST BE MET prior to receiving FREE candidate support from the WCTP.

Down Payment *

- ☐ I have made my "Good Faith" down payment on a component

Commit to UM WCTP *

- ☐ I agree to only participate in the University of Mississippi's WCTP

3rd Party Release *

- ☐ I have released my information to 3rd party (NB & WCTP)

National Board *

- ☐ I have paid the \$75 National Board Registration fee

Professional Info

School Name *

School District *

County You Teach In *

Select a county...

School Phone *

- ## -

Currently Teaching *

Select a grade...

Program Info

Type of Mentoring *

Select one...

Certificate to Apply for *

Select one...

Electronic Signature

Typing your name below will serve as your official signature on your application to the University of Mississippi World Class Teaching Program.

Electronic Signature *

Type Name