



Dear Spring '24 Mentor Teachers:

Thank you for your commitment to provide coaching to a CSU preservice teacher this semester. The time that Interns spend with you is of great value in their preparation to lead a classroom of their own. Your support is essential for preparing Interns for licensure.

**Cleveland State University spring semester begins on Tuesday, January 16, 2024.** (We thank all of the Mentors who invited their Interns to begin early to see the transition back to school.) In addition, your Intern's CSU Field Supervisor will be in contact with you via email within the first weeks of the experience. The CSU Field Supervisor role is to support you and the Intern during the semester. *Please note: Interns are required to attend a mandatory Intern Orientation on January 11, 2024.*

This semester, we are offering a **Zoom Mentor Orientation** for all Mentor Teachers. When you come to the zoom orientation, you will have the chance to meet with other Mentors and University Field Supervisors. You will be guided through the mentor expectations, the CSU observation and evaluation forms and have the opportunity to ask questions. For those hosting a Student Teacher, we will also cover the edTPA process from 5:00-5:30pm. We hope you can attend the following 1-hour meeting:

### **Spring 2024 Mentor Orientation**

January 23, 2024 @ 4pm

ZOOM Link: <https://csuohio.zoom.us/j/99200674953>

**Note: This meeting will be recorded and sent out to all mentors.**

\*CSU Field Supervisors are invited to join Mentor Orientation.

**MENTOR OBSERVATIONS:** CSU requires **two mentor formal observations** of the Intern's teaching. These observations should be lessons that the Intern has planned and implemented. Generally, the first observation will be around week 4 or 5 of the semester and the second around week 10 or 11. The mentor observation form can be found on the OFS website.

\*SLP Mentors please refer to the SLP Program communication.

**TRIAD MEETINGS:** Interns are evaluated by **2 rubrics at the mid semester point and the end of the semester.** These evaluations use the CCAST rubric and the program addendum rubric (SPA). Attached please find the "Look Fors" CCAST document and the CCAST Form with Ohio Standards. **Please DO NOT SHARE the "Look Fors" document with your Intern.** It is for your reference only. We will review these documents at the mentor orientation and your Intern's CSU Field Supervisor will help coordinator both TRIAD meetings with you. For additional CCAST support,

please view this brief training on

YouTube: <https://www.youtube.com/watch?v=mWDuDpwKMI8>

\*SLP Mentors please refer to the SLP Program communication.

**ACTION ITEM! MENTOR DATA FORM:** In order to prepare you for hosting a CSU Intern, we invite you to visit our website where you can find the most up-to-date information about mentoring. In addition, please complete the *Mentor Data Form* by the end of the fall semester. The form can be found on the Mentor page of our website. [Click for the OFS Website](#).

**CSU SUBSTITUTE TEACHING POLICY:** If you have any questions regarding your Intern substitute teaching for you or another teacher in your building, please review the CSU Substitute Teaching Policy [found here](#).

**COMMUNICATION CONCERNS:** If you have any questions or concerns regarding your Intern or the CSU Field Supervisor, please reach out to the Office of Field Services (OFS) as soon as possible. Prompt resolution to any questions or concerns is our primary goal. Feel free to contact me at [a.e.price@csuohio.edu](mailto:a.e.price@csuohio.edu), or the OFS Administrative Coordinator, Aimee Furio, [a.furio15@csuohio.edu](mailto:a.furio15@csuohio.edu), during the semester.

**Zoom Office Hours every Tuesday from 2:30 p.m. - 4:30 p.m.** Please come and ask a question, share a positive or notify us of any concerns. Office Hours ZOOM Link: <https://csuohio.zoom.us/j/99200674953>

We are deeply grateful for your mentorship and hope that you have a great semester.

Sincerely,

**Anne E. Price**

Director, Office of Field Services

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**OFS Contact:**

**AIMEE FURIO**

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**ZOOM OFFICE HOURS**

Tuesdays 2:00pm - 4:30pm  
Go to OFS Website for the link.  
Office of Field Services Website

e [a.furio15@csuohio.edu](mailto:a.furio15@csuohio.edu)