

Dear Mentor Teacher:

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.

Your Intern should have already contacted you to make arrangements for the first day. **Cleveland State University fall semester begins on Monday, August 29, 2022.** (We thank all of the mentors who have 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.

We recognize the ongoing pandemic continues to impact schools in many ways. If your Intern requires access to your school's platforms due to remote learning, please notify the Office of Field Services. In addition, we would like to direct you to the CSU Substitute Teaching Policy document [found here](#).

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. We hope you can attend the following 1-hour meeting:

Fall 2022 Mentor Orientation

September 8, 2022 @ 4pm

ZOOM Link: <https://csuohio.zoom.us/j/84190812275>

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 website.

*Speech Pathology Language Mentors please refer to the program area for observation instructions.

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> *Speech Pathology Language Mentors please refer to the program area for Intern evaluation instructions.

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](#).

Feel free to contact me at a.e.price@csuohio.edu, or the OFS Administrative Coordinator, Aimee Furio a.furio15@csuohio.edu, during the semester with questions, suggestions, or concerns.

Zoom Office Hours every Tuesday from 2:00 p.m. -5:00 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/992006749>

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

Sincerely,

Anne E. Price, Director, Office of Field Services