

Mentor Teacher Honorarium Stipend Form

Please send the Stipend Form via USPS, e-mail or fax to the Office of Student Teaching and Field Placement (OSTFP) within the first two weeks of the experience. Stipend checks will be mailed to the address you provide below after the OSTFP can verify that all mentor teacher final paperwork has been received at the end of the semester.

Duquesne University, Office of Student Teaching
213/214 Canevin Hall; 600 Forbes Avenue Pittsburgh PA 15282
412.396.6117 Office | 412.396.5585 Fax | ostfp@duq.edu

Name: _____			
First	Middle Initial	Last	
Home Address: _____			
City: _____	State: _____	Zip: _____	
E-Mail Address: _____			
Name of Teacher Candidate: _____			
Placement Dates: _____			
<input type="checkbox"/>	Please check box if your last name has changed since you last hosted a Duquesne University teacher candidate; indicate what your last name used to be here: _____		
<input type="checkbox"/>	Please check box if you previously applied to be a student at Duquesne University, were a Duquesne student, AND/OR were a Duquesne employee and your last name has changed; indicate what your last name used to be here: _____		
If you checked either of the boxes above, you may be asked by the OSTFP to provide additional documentation to the Office of the University Registrar or Procurement and Payment Office.			

Is this your first Duquesne University Student Teacher?	Yes	No
If NO, when was the last time you acted as a mentor teacher for a student teacher?	_____	

Have you recently attended a Duquesne University Mentor Teacher Workshop?	Yes	No
If YES, when?	_____	

ALL FIRST TIME MENTOR TEACHERS MUST provide a Social Security Number to Duquesne University by completing a W-9 form. If a properly completed W-9 is not provided, a stipend check cannot be issued.