

**MENTOR TEACHER  
CHECKLIST**

**REMINDERS:**

-A stipend check will be sent to the mentor teacher after all of the required student teaching paperwork is received by the Office of Student Teaching and Field Placement at the end of the student teaching experience; the Honorarium Stipend and W-9 forms must be returned to the Office of Student Teaching within the first two weeks of the student teaching experience.

-If you have any questions, please contact the Office of Student Teaching at [OSTFP@duq.edu](mailto:OSTFP@duq.edu).

**MENTOR TEACHER RESPONSIBILITIES**

- Review and sign off on the teacher candidate's hours log **EACH DAY** in Via.
- Conference with the teacher candidate after each formal and informal observation.
- Submit and monitor all documents that require the teacher candidate's signature in Via.
- Review all of the teacher candidate's lesson plans.
- Complete an evaluation at the end of the student teaching experience of the University Supervisor via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

**MIDTERM PAPERWORK (all evaluations are housed in Via)**

**NOTE:** the student teaching experience concludes, there must be a TOTAL of five (5) mentor teacher ST5s. We suggest the mentor teacher completes two or three ST5s by midterm and the remaining needed ST5s before the end of the experience.

- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/5)
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_
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  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_
- **ST 6** – Student Teacher Midterm Evaluation
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_

**FINAL PAPERWORK (all evaluations are housed in Via)**

- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/5)
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/5)
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/5)
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_

*Did the mentor teacher turn in FIVE (5) ST5s in VIA over the course of the semester? YES \_\_\_\_\_*

- **ST 7** – Student Teacher Final Evaluation
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_
- **ST 22** – Final Record of Student Teaching (collaborate with University Supervisor)
  - Submitted Evaluation \_\_\_\_\_ Teacher Candidate Signed in Via \_\_\_\_\_

**Other Forms:**

- **ST 23** – Observation of Other Teachers (**submitted via e-mail to supervisor by teacher candidate**)
  - Teacher candidate needs to complete THREE (3) ST23s within the first few weeks of the student teaching experience. The mentor teacher should assist in arranging the observation of three other teachers by the teacher candidate.
- **Honorarium Stipend and W-9**
  - Mentor teachers must turn these documents into the Office of Student Teaching as soon as possible in order to be eligible for a stipend.