

## The Gift

...the greatest gift the mentor offers is a new and whole way of seeing things. The gift of wisdom is not a gift a mentor could create overnight...it is a labor of a lifetime....This wisdom comes from having lived and thought deeply and it permeates all the mentor does with the protégé.

Source: Gehrke, N. Toward a definition of mentoring. *Theory into practice*, 27 (3).

## Tips and To Do's

- Before the intern arrives, meet with higher education supervisor to discuss goals, expectations and responsibilities. Be sure to exchange phone numbers, email addresses, and any other pertinent information at this meeting.
- Inform your colleagues that your intern is arriving and ask if they would be available to be observed or interviewed as needed.
- Invite the principal to meet with the intern and possibly observe.
- Select a limited number of topics to discuss at the first meeting. Focusing on the most pertinent issues and saving the rest for a future meeting will help to prevent overwhelming the intern. Be sure to confirm the intern's phone numbers, email addresses, and any other pertinent information at this meeting, and to schedule the next morning.
- Remember, the more you say about your expectations and goals, the fewer problems and misunderstandings you will have later.
- Share survival packet, goals, and responsibilities as you see them.
- Share textbooks, curriculum guides, and school related information.
- Give the intern a tour of the school.
- Review any special calendar dates.
- Discuss dates of the internship and the attendance policy.
- Discuss possible feedback strategies
- Review self-evaluation/reflection options.
- Share the discipline code for the classroom and the school.



## Sample Letter to Parents

Date

Dear Parents,

Our class is very fortunate to have (student's name) from Towson University join us as a teaching intern. Our school has had a long-standing commitment to helping prepare the next generation of teachers, and we are delighted to continue our work with Towson University, which has a tradition of working closely with us and producing excellent teacher candidates.

Having an intern in the classroom means that we will have an extra pair of hands to provide additional instructional support to our students. Interns also bring enthusiasm, new ideas, and variety to the classroom. At times (student's name) and I will share the classroom; at all times she will be working under my supervision and with my support.

(Student's name) will begin her assignment (date), and will be at the school Open House on (date). I hope you will join me in welcoming her to the school for the fall semester.

Sincerely,

(Your Name)

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## Helpful Readings for Mentors

Bey, Theresa M.; Holmes, C. Thomas (Eds.). *Mentoring: Developing Successful New Teachers*. Reston, Va.: Association of Teacher Educators, 1990.

Gordon, Stephen P. *How to Help Beginning Teachers Succeed*. Alexandria, Va.: Association for Supervision and Curriculum Development, 1991.

Ryan, Kevin (Ed.). *The Roller Coaster Year: Essays by and for Beginning Teachers*. New York: Harper-Collins, 1992.

Pelletier, Carol M. *A Handbook of Techniques and Strategies for Coaching Student Teacher*. Needham, Ma.; Allyn and Bacon; 2000 and 1995.