

Dear EAST Mentor,

Welcome to the EducatorsAbroad Ltd. (EA) Student Teaching (EAST) program.

Whether you are new to EA or have worked with our students in the past, we wish to share our sincere appreciation for your willingness to assist us in guiding the professional and personal development of an EducatorsAbroad participant.

We truly believe that you as mentor teacher are the key person in this experience. You are the one who brings to life the professional aspects of teaching by sharing your expertise, observing lessons, offering advice regarding effectiveness, and providing the support your EA student needs to maintain their professional and personal well-being during this cross-cultural experience.

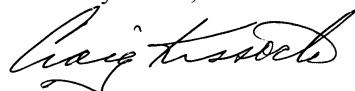
We each have responsibilities, which when fulfilled, help assure a successful experience for everyone involved in this school based professional development experience. Mentor responsibilities are outlined in this letter. Forms for reporting observations and assessments are available at [Student Teaching Participant Resources](#). Questions? Click here for answers to [Questions Frequently Asked by EAST Mentors](#).

#### **Expectations and Requests of EAST Mentors**

- 1) We expect that your EAST student is settling in and coming to know your students and class procedures. The student teacher should begin by learning about your curriculum, supporting the work you do, and helping with small groups.
- 2) As you gain confidence in your student teacher's abilities he/she should take responsibility for specific lessons and then blocks of time with the class. It is expected that each student teacher will take full responsibility for all instruction for at least two weeks toward the end of the assignment to demonstrate readiness to be a teacher.
- 3) We expect your student will prepare detailed written plans for every lesson including objectives, resources, strategies, and time allocation. We also expect that students will be reflective by evaluating each lesson and setting and achieving personal goals for each aspect of their professional development.
- 4) We ask that you prepare written notes of observations throughout the placement – electronically or on paper. Share your observations with your student teacher and EA supervisor. Just as important, are the informal discussions you have on a day-to-day basis about your student's progress in developing their abilities as a professional educator.
- 5) An interim evaluation form is available at [Student Teaching Participant Resources](#). Use this form to communicate concerns/compliments and expectations during the student teaching placement.
- 6) For a ten week or longer placement an EA supervisor will visit, at least one full day, to observe your student teacher. This visit will also provide opportunity to discuss the placement and requirements in more detail.
- 7) Finally, we ask that you write a letter of recommendation on school letterhead or complete the summative evaluation form online. This report is used to determine a course grade and by your student teacher in seeking employment. Give a copy to your student and forward a copy to the EA faculty supervisor. It is available at [Student Teaching Participant Resources](#).

The success of EA school based placements depends upon close cooperation among all participants – you, school administrators, EA faculty, and the student. We will do our best to assure a successful experience for everyone, especially your students. Please do not hesitate to contact your student's EA supervisor, and/or the person who made the placement if you have any questions or concerns.

Sincerely Yours,



Dr. Craig Kissock, Director