

Due to Staff Development Office

Cerritos College • Staff Development Office

Mentored Teaching Agreement

Teaching Assistant's Name: _____

Phone Number: _____

Mentor's Name: _____

Extension: _____ Office Hours: _____

Course Assignment: _____

Ticket # _____ for the **Fall Semester** at Cerritos College. The class meets on
 _____ at _____ until _____

The following are the agreed to responsibilities of the parties involved (please fill-in where necessary):

- A. The intern will hold office hours from _____ until _____ on _____
- B. The intern will be using a syllabus developed by _____
- C. The intern will be responsible for the major portion of the lectures in this class.
- D. The intern will be responsible for developing tests for this class with the assistance of the mentor teacher.
- E. The intern will be responsible for developing classroom activities, homework assignments, classroom speaking assignments, and evaluation of student performance with the assistance of the mentor teacher when necessary.
- F. The intern will be responsible for establishing a grading procedure for all classroom activities and tests with the assistance of the mentor teacher.
- G. The intern will be responsible for classroom management and discipline in consultation with the mentor teacher when necessary.
- H. The intern will be responsible for taking roll for each class session and for enforcing attendance rules in conjunction with school policy.
- I. The intern will be responsible for enforcing school rules, regulations and policies with the assistance of the mentor teacher when necessary.
- J. The intern and mentor teacher will consult each other on a regular basis to prepare materials, evaluate progress and to discuss and work on the progress of the class during the semester.
- K. A grade report for each student will be made for each student still enrolled in the class by the intern. The mentor teacher will review and come to a consensus with the intern as to the final grade to be assigned to each student.

- L. The intern will be evaluated by the students in the class during the semester and will be monitored and evaluated periodically during the semester by the mentor teacher.
- M. The intern will receive a final overall evaluation at the end of the semester by the mentor teacher.
- N. The mentor teacher will assist the intern in any way necessary to help the intern have a successful teaching experience. This will include advising, help in preparation of materials, assist in class projects, assist in the testing process, observe speaking assignments of students from time to time, observe class lectures from time to time and provide other assistance as deemed necessary to help the intern complete a successful intern experience.

Other responsibilities:

Mentor

Graduate Student