**Valdosta State University**

**Instructional Technology Mentor Agreement**

**Candidate Information**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* VSU ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* GA Educator Certification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current Areas of Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Mentor Information**

* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Preferred email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Highest Degree & Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* GA Educator Certification #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Position/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Years Experience
  + P-12 Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + P-12 Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + P-12 Other School Professional: \_\_\_\_\_ Type of OSP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Brief description of Mentor’s experience with instructional technology:

**Field Site Information**

* Name of School (including level/s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Accreditations held by the School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School System in which work is being done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The VSU Candidate’s Commitment**

The VSU Ed.S. in IT Candidate commits to:

1. Work with the Site Mentor and my VSU Clinical Practice (CP) Advisor, who is also the professor teaching ITED 8970 and 8999, to identify responsibilities and expectations, then to professionally perform all tasks associated with those responsibilities and expectations.
2. Complete and sign the candidate section of this document, have the Site Mentor review and sign the appropriate section, obtain the administrator’s signature of said section of the form, and return the completed Mentor Agreement Form to the VSU CP Advisor by the date posted in the ITED 8970 BlazeVIEW course shell and in the form detailed in said course.
3. Work with the VSU CP Advisor and the Site Mentor to establish a calendar to guide the field time as is most appropriate for the specified action research that will occur.
4. Regularly meet with the Site Mentor to discuss plans related to the design, development, and implementation of a technology-based intervention to address a need in a diverse classroom of our choosing, review progress, and obtain formative feedback on my performance.
5. Participate in online sessions as outlined in course materials with the VSU CP Advisor to discuss plans related to the design, development, and implementation of a technology-based intervention to address a need in a diverse classroom of our choosing, review progress, obtain formative feedback on my performance, and adjust accordingly. Further, if needed, schedule additional help sessions from the professor.
6. Maintain the confidentiality of records and organizational information.
7. Abide by the policies of the organization, Valdosta State University, and the Georgia Code of Ethics for Educators.
8. Submit items to the related courses in a timely, appropriate, and professional manner.
9. Submit all required forms in LiveText.
10. Contact the VSU CP Advisor when questions and concerns cannot be addressed adequately by the Site Mentor.

The above listed requirements for the Clinical Practice component of the Ed.S. in Instructional Technology program are acceptable to me and I understand and agree to abide by them. I further understand that Valdosta State University accepts no responsibility for any injuries or liabilities that are the result of my field-based activities.

Candidate’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Site Mentor**

The Site Mentor assumes direct responsibility for supervising the activities of the candidate while at the school or system site and to work with the VSU CP Advisor to support the candidate in activities intended to enhance the candidate’s professional practice.

The Site Mentor commits to:

1. Identify the proper Administrator to sign this agreement. See last section of the agreement as to the role of this person.
2. Complete the Ed.S. in IT Online Mentor Training module. Available at <http://www.valdosta.edu/colleges/education/curriculum-leadership-and-technology/resources.php>
3. Brief the candidate on policies, processes, and practices of the organization.
4. Serve on the Candidate Support Team, which also includes the Candidate’s Ed.S. Program Advisor and VSU CP Advisor, and communicate with university personnel to assist in guiding the candidate in the clinical practice.
5. Assist the candidate in identifying opportunities to model and facilitate effective technology integration practices in a variety of settings while working with diverse populations.
6. Assist the candidate in planning and organizing work assignments and projects.
7. Observe the candidate engaged in technology integration and action research-related activities and meet with the candidate to evaluate progress.
8. Supervise the candidate as she/he implements assigned responsibilities.
9. Work with the VSU supervisor to evaluate the candidate’s performance on program assessments and assigned responsibilities.

I agree to the above commitments.

Site Mentor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**The VSU Clinic Practice Advisor**

The VSU Clinical Practice Advisor represents the Instructional Technology Program at Valdosta State University and is responsible for supervising the candidate in conjunction with the site mentor and providing the performance coaching function. The final assessment of the candidate’s performance during clinical practice will be completed in with concurrence with the Site Mentor.

The VSU Leadership Advisor commits to:

1. Meet with candidates at program orientation and inform them of internship expectations and requirements.
2. Communicate with the Leadership Mentor, serve as the Candidate Support Team chair, and work with the Site Mentor to clarify and support expectations and requirements.
3. Work with the Site Mentor to evaluate the candidates’ performance, professionalism, and preparedness while implementing and evaluating a technology-based intervention.
4. Work with the Site Mentor to review candidate work and to complete the final assessment of the candidate.
5. Consult with the Site Mentor or candidate about issues.
6. Assure that all required forms and documentation are submitted to VSU for final assessment.
7. Conduct online instructional sessions/seminars/evaluations for candidates and their work during ITED 8970 and 8999.

VSU CP Advisor’s Signature ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**The Site Mentor’s Administrator’s Attestation**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who serves as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to serve as a Site Mentor for the aforementioned Ed.S. candidate and further attest to the high qualifications and proficient/satisfactory or higher evaluations of this mentor in the most recent year of service.

Site Mentor’s Administrator’s Signature ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

The following resource has many interesting illustrations of effective technology integration and we are providing it to you as a *Thank You* for your willingness to help us help you and your students. Enjoy.

<http://education.ohio.gov/Topics/Teaching/Resident-Educator-Program/Teaching-with-Technology-Video-Series>