I would like to be a mentor teacher for a UGA teacher candidate. How do I start the process?

There are various ways to become a mentor teacher for UGA. Some districts utilize an approved mentor list. In these instances, an email will be sent out to teachers within the district to sign up. Only teachers who appear on the list are able to be selected to work with teacher candidates. Other districts have teachers that have developed relationships with the program coordinators and are able to be requested to work with candidates. Last, districts that have established MOUs (memorandum of understanding) with UGA may receive requests from OEL (Office of Experiential Learning) for teachers to work with candidates. If you wouldn’t fall into any of these districts and you would like to be considered, please reach out to the Director of the Office of Experiential Learning at 706-583-8146.

How do I know if I am eligible to work with a teacher candidate?

Mentor Teachers must meet the following GaPSC requirements:

- Be professionally certified in the field of certification sought by the candidate
- Have a minimum of three years of experience in a teaching, service, or leadership responsibilities. This requirement is only for mentors working with a student teacher candidate. If working with a practicum student, this is not a requirement.
- Have demonstrated, through formal evaluations, successful performance in the field of certification sought by the candidate

Can I bring my teacher candidate to parent teacher conferences, department meetings, etc.?

Students are encouraged to be a part of various aspects of the teaching profession that are deemed appropriate by the mentor teacher.

Can I leave my teacher candidate alone with my students?

No, we do not encourage the idea of candidates being left alone with the students.

Can my candidate serve as a substitute while I am absent?
Candidates must be in the classroom with an authoritative figure (teacher, substitute teacher, etc.) at all times. Please make arrangements to have a substitute in the classroom with the candidate if an absence is scheduled.

**What hours and/or days of the week can I expect the teacher candidate to be present in the classroom?**

Upon confirmation of the candidate’s placement, a confirmation email will be sent from OEL. It will detail the program’s requirements. Some programs make their students attend practicum on designated days of the week and/or times. If this information is not present, mentor teachers are expected to work with the teacher candidate and develop a schedule. Candidates who are student teaching are expected to be present full-time.

**Who should I notify if I am having issues with my teacher candidate?**

Notify the university supervisor, program coordinator, and/or Director of OEL. This information will be found in the confirmation email.

**Other than regular meetings with my mentee and their university supervisor, are there any other responsibilities such as additional paper work I am responsible for?**

Mentor teachers will also be required to complete the Foliotek Student Teaching Evaluation and Disposition Survey as provided by the UGA Foliotek Administrator.

**For more information please view the [Guide for Clinical Practice](#).**