

**TEACHING PERFORMANCE CENTER
KEAN UNIVERSITY – COLLEGE OF EDUCATION
WILLIS 110 – UNION, NJ 07083
Phone: 908-737-4185/Fax: 908-737-4115
Email: tpc@kean.edu**

Request for Honorarium of \$100 & Professional Development Hours for Professional Intern Mentoring

To receive a \$100 honorarium as well as a certificate for New Jersey Professional Development Hours, each cooperating teacher must complete the information below and **mail to the Teaching Performance Center** or return it to the student's university supervisor by October 1 for the Fall semester, March 1 for the Spring semester. **Honorarium requests received after June 30 (end of the current academic year) will not be honored. A W-9 form must be downloaded from www.irs.gov and the signed original must be submitted with this form to be eligible for the \$100 payment.**

Directions: To be completed by the Cooperating Teacher. Darken the ovals completely - Like this: ●. Do not X or check ✓ the circle. All erasures must be complete.

Semester: Fall Spring Summer Year _____ University Supervisor/Clinical Instructor: _____

Mr. Ms. Last Name _____ First Name: _____

Home Address: _____

City, St Zip _____ Telephone: _____

Your Social Security #: _____ - _____ - _____ Did you attach a signed W-9 Form?: Yes No
(SS# required for payment of honorarium) (W-9 form is required for payment of honorarium – Download at www.irs.gov)

Name of Kean Student: _____ Your School District: _____

Your School & Address: _____

Is this a Professional Development School (PDS) with Kean University?: Yes No

Will you share the mentoring responsibilities for this student with another teacher? Yes No

If yes, please indicate the teacher(s) name(s): _____

1. Age: 20 or below 21-30 31-40 41-50 50+

2. Certifications (fill in as many as apply) P-3 K-5 5-8 K-12 Subject Area Teacher of Handicapped

3. Are you a Kean graduate? Yes No If no, where did you receive teacher training? _____

4. Degree (Fill in highest attained) Bachelors Masters Doctorate

Decade Final Degree Obtained: 1960 1970 1980 1990 2000

5. Number of years teaching: 1-5 6-10 11-15 16-20 21-25 25+

6. Ethnicity (Fill in one) Asian Black Hispanic Native American White

7. Have you previously mentored/supervised university field experience students? Yes No

8. If you answered Yes to # 7, How many students have you mentored?

1-2 3-5 6-8 8-10 10+

9. Were you assigned or did you volunteer to mentor this student? (Fill in only one) Assigned Volunteered

10. What do you see as the benefits of being a cooperating teacher? (Fill in all that apply)

- | | |
|---|---|
| <input type="radio"/> Acquisition of knowledge and skills | <input type="radio"/> Improvement in P-12 learning |
| <input type="radio"/> Connection to the University | <input type="radio"/> Less isolation as a co-teacher |
| <input type="radio"/> Cooperating teacher workshops | <input type="radio"/> Meeting PDP requirements |
| <input type="radio"/> Lower student/teacher ratio | <input type="radio"/> Passing along professional knowledge/skills |
| <input type="radio"/> Honorarium payment | <input type="radio"/> Recognition within your school community |
| <input type="radio"/> Other _____ | |

11. Does your union contract include provisions relating to mentoring? Yes No Do not know

(PLEASE COMPLETE OTHER SIDE...)

12. As a result of your experience as a cooperating teacher, have you acquired new knowledge and/or skills? Yes No
13. If yes to #12, please indicate: Technology Knowledge Instructional Strategies Classroom Assessment
 Other (please list) _____
14. Do professional development hours make mentoring more attractive? Yes No
15. Did you have preparation in mentoring? Yes No
16. If yes to #15, please indicate where you received preparation:
 School district workshop University Workshop Course Cooperating Teacher Institute
17. If no to #15, are you interested in a course or workshop in mentoring? Yes No
18. Would you accept the assignment as a cooperating teacher if preparation was required? Yes No
19. Which professional development areas listed below would assist you in mentoring future university interns?
 Conducting observations Conferencing and coaching
 Giving written feedback Communicating (with supervisor & student)
 Modeling exemplary teaching Assessing and evaluating
 Remediating low-performing interns Other _____
20. Of the NJ Professional Standards for Teachers listed below, select three in which you believe our candidates need additional preparation:
 Demonstrating subject matter knowledge Communicating with peers, parents, and community
 Utilizing knowledge of human growth and development Building collaborative partnerships
 Practicing culturally responsive teaching Engaging in professional development to enhance the teaching and learning process.
 Planning & implementing instructional strategies Exhibiting professional behaviors and dispositions
 Developing and using multiple assessments Acting in accordance with legal and ethical responsibility
 Creating a supportive and safe learning environment Other _____
 Adapting instruction for diverse learners
21. Do you see yourself as a teacher educator? Yes No
22. Do you think the cooperating teacher's performance should be assessed? Yes No
23. If yes to #22, by whom? University Students University Faculty Both
24. Please rate your overall experience as a cooperating teacher: Poor Fair Great
25. Comments about your mentoring experience: _____

Thank you for your input. The information you have provided will enable the Teaching Performance Center to better serve the cooperating teacher's needs and provide direction for the placement of our student teachers. All information will be kept confidential.

Please return this form to the address on other side or to the student's university supervisor. Certificates for Professional Development Hours will be mailed by February 1 for the Fall semester and by June 1 for the Spring semester.