

**KEAN UNIVERSITY – COLLEGE OF EDUCATION
HENNING'S HALL 443 – UNION, NJ 07083
Phone: 908-737-3750/Fax: 908-737-3760**

Request for Honorarium & Professional Development Hours for Clinical Intern Mentoring

To receive an honorarium and a certificate for New Jersey Professional Development Hours, the cooperating teacher needs to complete the information below and then **download a W-9 form from www.irs.gov. The completed, signed original W-9 must be submitted with this form to be eligible for the payment.** Mail the form and original W-9 to the address above or submit to the University Supervisor by November 1 for fall and March 1 for spring. **Honorarium requests received after June 21 (end of the current academic year) cannot be honored.**

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: _____

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: _____

Name of Principal: _____ Principal's Email: _____

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 51-60 61+
2. Certifications (fill in as many as apply) P-3 K-5 5-8 K-12 Subject Area Teacher of Students w/Disabilities
3. Are you a Kean graduate? Yes No If yes, received: Undergraduate Yes No Graduate: Yes No
4. Degree (Fill in highest attained) Bachelors Masters Doctorate
Decade Final Degree Obtained: 1960 1970 1980 1990 2000 2010
5. Ethnicity (Fill in one) Asian Black Hispanic Native American White
6. Were you recommended or did you volunteer to mentor this student? (Fill in only one) Recommended Volunteered
7. What do you see as the mutual benefits of being a cooperating teacher? (Fill in all that apply)

<input type="radio"/> Build leadership skills	<input type="radio"/> Improvement in P-12 learning
<input type="radio"/> Connection to a University	<input type="radio"/> Increased confidence in my teaching
<input type="radio"/> Assess and refine curriculum and instruction	<input type="radio"/> Encourage collaboration and problem-solving
<input type="radio"/> Lower student-teacher ratio	<input type="radio"/> Meeting PDP requirements
<input type="radio"/> Accrue professional development hours and/or honorarium	<input type="radio"/> Passing along professional knowledge/skills
<input type="radio"/> Self-reflection on teaching practices	<input type="radio"/> Share commitment to your school community
<input type="radio"/> Increased attention to individual students	<input type="radio"/> Co-teaching opportunities
8. Does your union contract include provisions relating to mentoring? Yes No Do not know

(PLEASE COMPLETE OTHER SIDE...)

9. As a result of your experience as a cooperating teacher, have you acquired new knowledge and/or skills? Yes No
10. If yes to #9, please indicate: Technology Standards Instructional Strategies Classroom Assessment
 Other (please list) _____
11. Did you have preparation in co-teaching? Yes No
12. If yes to #11, please indicate where you received preparation:
 School district workshop University Workshop Course Cooperating Teacher Institute
13. If no to #11, are you interested in a course/workshop in co-teaching or mentoring? Yes No
14. Your preference for a delivery method of mentoring: In-person On-line Hybrid
15. 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 Co-teaching models and strategies
16. Of the NJ Professional Standards for Teachers 2014 listed below, select three in which you believe our candidates need additional preparation:
 Learner Development Planning for Instruction
 Learning Differences Instructional Strategies
 Learning Environment Professional Learning
 Content Knowledge Leadership and Collaboration
 Application of Content Ethical Practice
 Assessment Literacy

Reference: NJAC: 9-3 (effective May 5, 2014)

17. Which of the following collaborative techniques do you use as a cooperating teacher?
- | | Frequently | Sometimes | Rarely | Never |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a) General feedback (verbal) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b) Lesson plan feedback (verbal) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c) Lesson plan feedback (written) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d) Modeling instructional behaviors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e) Co-teaching with student intern(s) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f) Opportunities for experimentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g) Written Observation(s) by another teacher(s) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h) E-mail exchanges with field experience student | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

18. Do you see yourself as a teacher educator? Yes No
19. Do you think the cooperating teacher's performance should be assessed? Yes No
20. If yes to #19, by whom? University Students University Faculty Both

Comments about your mentoring experience: _____

Thank you for your input. The information you have provided will enable the College of Education 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 clinical supervisor. Certificates for Professional Development Hours will be mailed by April 1 for the Fall semester and by June 1 for the Spring semester.