

MENTOR AGREEMENT FORM

Teacher Induction Program

Thank you for your willingness to serve as a mentor teacher for a participant in our Teacher Induction Program (TIP). Please fill out the form completely.

For more information about the mentor's role and responsibilities, please visit [mentor's responsibilities](#) and see the [Mentor Handbook](#). If you have any questions about the Teacher Induction Program or this form, please email coetip@fullerton.edu.

Mentor First Name

Mentor Last Name

Mentor Email

Mentor School Name

Mentor Credential Type

Mentor Subject Area and Grade Level

New Teacher Name

School District (No abbreviations)

New Teacher Email

Please confirm that you meet the following Program Requirements to serve as a Mentor. All questions must be answered yes in order to serve as a Mentor:

- Yes No Knowledge of the contexts and the content area of the New Teacher's teaching assignment
- Yes No Demonstrated commitment to professional learning and collaboration;
- Yes No Possession of a Clear Teaching Credential;
- Yes No Ability, willingness, and flexibility to meet the New Teacher's needs for support;
- Yes No Minimum of three years of effective teaching experience; and
- Yes No Approval by the New Teacher's Site Administrator to serve in the role of Mentor.

Please confirm that you are willing to fulfill the following responsibilities. All questions must be answered yes in order to serve as a Mentor:

- Yes No
- 1. Supporting the development, implementation, evaluation, and revision of the TIP Individualized Learning Plan (ILP), including:**
- a. Collaborating with New Teacher and Administrator to identify a focus for the New Teacher's ILP;
 - b. Supporting the process of teacher inquiry through the completion of the ILP;
 - c. Connecting the New Teacher with available resources to support their professional growth and accomplishment of the ILP;
 - d. Reviewing the ILP with the candidate at the end of each semester and making adjustments as needed. Acknowledging that the ILP is designed and implemented solely for the professional growth and development of the new teacher and not for evaluation for employment purposes.
- Yes No
- 2. Supporting the design, implementation, and reflection of classroom practice through observation and conference including:**
- a. Providing thoughtful and specific feedback to the New Teacher's growth and development through modeling, guided reflection on practice, and feedback on classroom instruction;
 - b. Assuming the role of a "cognitive coach" to help the New Teacher improve instructional effectiveness by becoming reflective about teaching;
 - c. Engaging in plan-observe-reflect cycles of lesson observation for the New Teacher for the duration of the program as outlined in New Teacher coursework.
- Yes No
- 3. Supporting the New Teacher's development and growth in the California Standards for the Teaching Profession (CSTPs) by:**
- a. Clarifying CSTPs language and evidence; and
 - b. Suggesting evidence to document proficiency.
- Yes No
- 4. Provide consistent support to the New Teacher including:**
- a. A total of 15 hours (approx. 1- 1.5 hours per week) of mentoring related to New Teacher professional learning goals;
 - b. Sharing additional resources as appropriate;
 - c. Providing just in time support; and
 - d. Supporting the academic, professional and emotional needs of the New Teacher.

5. Participate in California Commission on Teacher Credentialing (CTC) - required mentor trainings each semester the New Teacher is in the program:

Yes No

- a. Complete at least three online trainings each semester (approximately 2 hours total);
- b. Provide feedback on mentor trainings via survey;
- c. View program orientation before the first day of New Teachers' first class.

6. Communicating promptly with the TIP Program Coordinator via email or Zoom meeting, including:

Yes No

- a. Identification of concerns and issues impacting the NewTeacher's successful completion of the program;
- b. Submission of documents verifying Mentor qualifications and responsibilities;
- c. Informing the Program Coordinator of any change in status of the Mentor; and
- d. Concerns or questions regarding the Mentor Online Training.

Mentor Stipend

The CSUF Teacher Induction Program offers a mentor stipend issued per candidate, per semester. Please choose one of the following options:

Opt in Opt out

Is the proposed mentor currently employed by the State of California, CSU or CSU Auxiliary?:

Yes No

By signing below, I am agreeing to serve as a mentor and fulfill all responsibilities as outlined in sections 1 – 6 above as requested by the California Commission on Teacher Credentialing. To ensure proper entry in the mentor stipend system, please enter your full legal name. For the academic year 2025-2026, stipend payments are planned for the end of May 2026.

Mentor Full Legal Name

Mentor Signature

Date

School Administrator Signature

Date

**It is the responsibility of the TIP participating teacher to notify the TIP Coordinator at coetip@fullerton.edu and to email us a revised Mentor Agreement form if the mentor information above changes while participating in the Teacher Induction Program.*

**Mentors must be selected and assigned within 30 days of the participating teacher's (mentee's) enrollment.*

Optional Questions - Collected for survey purposes.

Please indicate your experience as an educational support provider (select all that apply):

- This is my first time as an induction mentor.
- I have served as an induction mentor within the last three years.
- I have served as a support provider to an intern or student teacher within the last three years.

Please indicate your willingness to share your expertise as a mentor with a new mentor:

- N/A - I am a new mentor.
- More than happy to share.
- Willing if there was a stipend involved.
- Willing but time restraints would prevent me from doing so.
- You can add me to a list but I really need more information to make a decision.

Please indicate any support provider training in which you may have engaged:

- I have not received any support provider training in the past three years.
- I have received training on being a support provider within the last three years.
- I am currently engaged in support provider training at my school site/district/institution.