

Logsdon, Jeremy

From: White, Cindy
Sent: Wednesday, July 5, 2023 7:11 AM
To: McPhail, McKenna
Cc: Logsdon, Jeremy
Subject: RE: FA 23 STUDENT TEACHER

The email below was intended for Patrick White at WEHS. Mr. White will be your new mentor for student teaching. If you have any questions, please let me know.



Cindy R. White
Teacher Services Specialist/Student Teaching
Office of Professional Educator Services
Phone: 270-745-4896
Website: <https://www.wku.edu/educatorservices/>

From: White, Cindy
Sent: Wednesday, July 5, 2023 7:10 AM
To: McPhail, McKenna <mckenna.mcphail055@topper.wku.edu>
Subject: FA 23 STUDENT TEACHER

Office of Professional Educator Services
Student Teaching Office

July 5, 2023

Dear PATRICK WHITE:

Thank you for agreeing to mentor a student teacher from Western Kentucky University this Fall 2023 semester. It is critical that student teachers have the opportunity to observe master teachers and our program feels fortunate that we have such strong models willing to serve in this role.

Student teacher assignment and details regarding the placement:

MCKENNA MCPHAIL - mckenna.mcphail055@topper.wku.edu - 8/7/2023 - 12/1/2023

UNIVERSITY SUPERVISOR: JEREMY LOGSDON - jeremy.logsdon@wku.edu

Important Resources and Information:

- [Mentor Teacher Overview Video](#) – Please watch this video to give you an overview of your responsibilities as a Mentor Cooperating Teacher.

- Your student teacher will be required to be out of your classroom on the following Fridays (Aug. 18, 25, Sept. 8, 22, Oct. 20 and Nov 3). They will be in class on the Bowling Green campus and at a Job Fair held at Green River Regional Educational Cooperative. We apologize for their absence on this day.
- The [Student Teaching Handbook](#) may be found on our website. There is a section specifically for Mentor Cooperating Teachers viewed here: <https://bit.ly/3rIUx7Q>.
- The Weekly Feedback form that you will complete for our student teacher each week is linked on the Mentor Teacher page. Here is a copy for you to bookmark: https://docs.google.com/document/d/1J4-QMihhn7Ne0OVho5yTjiM9B83iUFSc_A1D5TIsZE/copy. We ask that you provide this written weekly feedback every week the student teacher is in your classroom.
- [Substitute Teacher Guidelines](#) - We have encouraged student teachers to apply to be emergency substitutes in your district. This could be very helpful to you if you are out of school any days while the student teacher is with you.
- You should hear from the University Supervisor during the first week of the placement, if not before. If not, please don't hesitate to reach out to me so I can assist with scheduling this first introduction meeting. We want you to feel comfortable sharing any concerns with the University Supervisor early, should they arise, so this first meeting is important to establish these open lines of communication.
- You will receive a stipend for mentoring a student teacher (\$75 for half-semester, \$150 for a full semester). Your district will receive the stipend and distribute to you at the end of the semester.
- EPSB also provides an additional stipend that is paid to you through your district office. This stipend is distributed at the end of the school year.
- You are eligible for a 3-hour credit tuition waiver for each 8-week placement, once the supervision is complete. This [tuition waiver is accessible on our website](#).

Should you have any questions please do not hesitate to reach out to me. We appreciate your support and are here to assist as needed. Thank you for mentoring this student teacher and helping us grow our future educators.

Sincerely,
Stephanie Martin
 Director, Professional Educator Services

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 Instagram: [@WKUmartin](#)