Teacher Orientation & Preparation Program
Mentor Assignment Form 09-10

Once you have been assigned a mentor teacher, please fill out and submit this form to TOPP. Form can also be faxed to: 210-370-5755

My assigned mentor meets the following program criteria:

- Certified Teacher (holds valid Texas credentials)
- Has a minimum of 2 years experience
- Is considered a proficient teacher by campus administration
- Allocates time to plan, reflect, observe, etc.
- Shares similar assignments/grade level/subjects (if possible)
- Is willing to be a teacher mentor
- Is approved by campus administrator and/or district selection process

The following individual has been assigned as my mentor for the academic year 2008-2009.
Please Print

Intern: _____ _____
Last Name First Name

Mentor: _____ _____
Last Name First Name

District: _____ Campus:_____

Mentor Signature:_____

My mentor's e-mail address is _____
Please print

Please note: If mentor stipends are available, check with your Human Resources department. Each teacher pays an internship fee of $3500 that is usually payroll deducted for one year. The program only invoices and collects $3000, leaving $500 to the employing entity to use at their discretion. If the employing entity, cannot provide a certified teacher, the program reserves the right to bill and collect the entire $3500 internship fee and contract with a certified teacher to act as mentor for our program teacher.

Mentors should understand that some of their work will involve access to information and records that are considered confidential. Mentors should acknowledge they have a responsibility to respect the confidentiality of students and teacher interns. TOPP expects that all mentor teachers follow district procedure and adhere to policy in the Teacher Code of Ethics in order to protect privacy, and to act in a professional manner, both in public and over the phone.