

# Mentor Contract

This agreement is made between the University of Northern Iowa and \_\_\_\_\_  
(referred to as contractor).

This agreement shall be in effect between the dates of \_\_\_\_\_.

The contractor agrees to perform the following services.

## Mentor Responsibilities.....

### The Mentor:

1. Assists the intern in the development of the internship plan and makes a commitment to helping the intern implement an individualized internship plan.
2. Collaboratively approves the internship plan, which includes a selection of specialized experiences that are aligned with the ISSL Standards, with the UNI Faculty Field Supervisor.
3. Provides supervised work experiences as outlined in the internship plan, reviews verification forms for accuracy, and completes confidential semester evaluations of the intern's work.
4. Provides the leadership necessary to ensure that the intern's role is fully understood by the Board of Education, faculty, and students, as appropriate.
5. Gives support and guidance and opens the doors that provide opportunities for the intern to gain those experiences that will enhance the quality of the internship experience.
6. Conducts periodic review sessions with the intern to discuss what has been accomplished and to provide the intern feedback regarding his/her internship experiences.
7. Provides release time, if at all possible, in order for the intern to complete authentic tasks associated with the Principalship/Special Education Supervisor.
8. Communicates with UNI Faculty Field Supervisor as needed.
9. Prepares semester assessments at the end of each fall and spring semester for intern. Forms must be thoroughly completed in order to qualify for semester stipends. Semester evaluation forms will be included in the student's confidential intern folder kept by the UNI Educational Leadership Program.
10. Provide Marlene Shea ([marlene.shea@uni.edu](mailto:marlene.shea@uni.edu)) with six (6) signed copies of mentor contract, a completed mentor contact form, a completed supplier form, social security number, and a recent resume (which includes your given name, middle initial and home address). UNI requires this information before stipend payments can be sent to mentors.
11. No immediate family member will be allowed to mentor an intern unless the person chooses to not be paid to mentor.

## Mentor Stipends.....

1. The intern's designated mentor will receive \$200.00 per semester for mentoring a UNI intern if the following requirements are met:
  - a. The payment of mentor stipends is dependent upon the mentor completing and submitting a quality intern evaluation and meeting with the UNI Faculty Field Supervisor each semester. Due dates for submission are February 1 and June 1.
  - b. Mentors must have **all** required paperwork filed with Secretary, Marlene Shea, as stated in item #10 above.

The contractor agrees to mentor the following students @ \$200.00 per student for the total amount payable of \_\_\_\_\_.

Students to be mentored by contractor: \_\_\_\_\_  
\_\_\_\_\_

This agreement is executed by the parties as of the date stated at the beginning.

By \_\_\_\_\_  
University of Northern Iowa Contractor  
Title \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_