Graduate Diploma Mentor Application
Reference Letter Guidelines

Dear Colleague:

You have been asked to provide a letter of reference in support of an application for the position of mentor with Simon Fraser University. Mentors work with practicing teachers who are engaged in classroom based inquiry and provide support to teachers who are grappling with the dilemmas of educational change. A mentor’s main role is to foster reflective self-assessment practices and to facilitate discussions between teachers as they implement changes in their classroom practice.

The following qualities and abilities are considered desirable in a mentor:

• Knowledgeable as an educator, with breadth in the subject area of the program;
• Experienced in working with adult learners;
• Self-directed learners with an orientation toward teacher inquiry;
• Able to build positive relationships with individuals and work effectively in a team environment;
• Able to support teacher professional development as a long-term learning process;
• Reliable, flexible, and comfortable in a dynamic, ever-changing work environment;
• Able to commit to a two-year involvement and available for evening/summer classes as required, planning meetings, fall orientation (evening), annual mentor conference (Saturday), and regular contact with the teacher learners in their mentor group;
• Currently employed in a BC school district or possess current knowledge of BC schools (K-12).

In your letter, please comment on the applicant’s demonstration of these attributes as well as other exemplary qualities.

Letters should be returned to the applicant to be included in their mentor application package.