GRADUATE DIPLOMA MENTOR APPLICATION
General Application Requirements

The Field Programs area of the Faculty of Education works collaboratively with school districts to design Graduate Diploma programs (GDEs), which engage educators in focused, sustained reflective inquiry into classroom practice. GDEs consist of at least 30 credits of coursework over two years in a specific theme and are offered at off-campus sites (usually within a school district) on a cohort basis.

GDE mentors are required to make a two-year commitment to a GDE program and their involvement will take various forms, including attendance at after school classes during the school year, partial-attendance in 5-10 day summer institutes, and maintaining contact with the teacher-learners to whom they are assigned throughout each term. In addition, to ensure program continuity and consistency, mentors are expected to participate in regular meetings throughout the program and are also required to participate in a mentor orientation as well as an annual mentor conference. [For further information see “Mentoring in a Graduate Diploma” information.]

Criteria for Mentor Selection:
Applicants should be:
• 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).

Mentor Responsibilities:
Mentors generally work with a group of 6-8 teacher-learners in a cohort and responsibilities include:
• Supporting ongoing learning and reflective self-assessment;
• Reviewing and responding to individual learning portfolios and field study documents;
• Responding to e-mails and suggesting resources to assist teachers with their field study work;
• Leading learning-focused discussions for planning, problem-solving and reflecting purposes;
• Providing a response to presentations of field studies and portfolios;
• Assisting teachers to create realistic learning and fieldwork plans, develop and complete projects, and demonstrate and reflect on what they learn from these activities;
• Fostering critical examination of beliefs and assumptions that influence teachers’ educational decisions;
• Encouraging teacher collaboration and supportive educational communities;
• Participating in planning and debriefing sessions with other mentors and the Faculty Associate;
• Participating in a mentor orientation (fall) and annual mentor conference (usually in early spring).

The frequency, nature and length of each mentor’s contribution will vary from term to term depending on the needs of the students and the nature of each individual program. Involvement takes place both during and outside class time.

Compensation:
Typically, mentors are compensated for approximately 20 hours of in-class work per term as well as an equivalent number of additional hours of work outside class hours. Compensation is paid at the end of each term via the university’s payroll system. During the first term, involvement maybe limited to attendance at two classes and compensation is adjusted accordingly.

Application Process:
Applicants must submit a completed mentor application form, a letter of application indicating interest and qualifications, current curriculum vitae, and two letters of reference (see Ref Ltr Guidelines) to: Dr. Paula Rosehart, GDE Coordinator, c/o edprgpi@sfu.ca (or fax: 778-782-5882).

Please contact Celeste Hambleton at fp_manager@sfu.ca if you have any questions about these positions.