



The Savvy Cyber Teacher Mentor Agreement

As a Mentor Trainer/Instructor, I agree to do the following each time I teach the Savvy Cyber Teacher course:

1. Advertise the course in order to obtain the minimum of 10 Mentees required at the first class to qualify for earning the \$1200 rate. (12 are required the first time the course is taught, so that a second mentor can be justified. This enables each mentor to spend their prep time concentrating primarily on just those portions of the curriculum that they will present/lead.)
2. Prepare adequately to teach or aid in the Savvy Cyber class each week. (I realize that this will require a **minimum** of one hour of preparation for each hour of class, whether or not I have a co-mentor, and that some weeks will require significantly more than the three-hours minimum.)
3. Closely follow the Savvy Cyber Teacher curriculum each week, as specified in the Workshop Leader's Guide. I understand that this includes conducting every class for the entire three hours with maximum breaks not to exceed 10 to 15 minutes per class. I agree to submit to the Core Trainers for approval, any proposed changes, omissions or additions to the curriculum, including all proposed changes to class meeting dates or times. This may include after-the-fact submissions for approval due to teaching circumstances beyond my control, e.g. failed Internet connections during a class. I understand that the Core Trainers will advise me on how to modify the curriculum as needed due to any extenuating circumstances.
4. When teaching with a co-mentor, I will share presentation/lead time overall and plan time allotments with the co-mentor prior to each class. When not presenting/leading, I understand that the co-mentor or aide should be an active supporter. This may include letting the presenter know if teachers are having difficulty locating a site, thus requiring the presenter to pause appropriately, providing individual assistance to teachers, or quietly asking a private conversation to cease.
5. Check e-mail daily for updates and other important notices about teaching the class. This includes subscribing to the mentor trainer's listserv, using the e-mail address that I check daily. I understand that the Core Trainers will keep me informed about any changes to the Virtual Help Desk, as well as provide "helpful hints" for most of the weeks' classes. I will respond to questions from the core trainers in a timely fashion.
6. Complete all forms, surveys, evaluations, and other documents as required, including submitting such documents by the deadlines specified. This requirement also includes insuring that Mentee participants complete their evaluation forms prior to dismissal from each class session, as well as reviewing their submitted evaluations to help determine needed areas for review and reinforcement during subsequent classes.

Mentor Trainer signature

Date signed