

**Cerritos College SERVE Program**  
**(Service Experiences for Re-Vitalizing Education)**  
**A Cerritos College-CSULB Educational Partnership**

**Student – Mentor Teacher Agreement**

**Student, please review items below. Complete the information regarding your service schedule, sign and date this form and turn in to the Teacher TRAC office by the end of your first week in the classroom.**

- The teacher runs the classroom. You are there to help the students in the classroom under the teacher’s direction.
- Your assigned classroom teacher will keep the required time verification sheet(s) in the classroom. Keep a running account of the hours worked on your time verification sheet(s).
- Be sure you are with your assigned students during your assigned service hours.
- You should only be absent due to an emergency or extreme illness. In case of an emergency or illness, you must notify your Mentor Teacher immediately (24-hour notice is preferred). If it is in the morning before you are expected, call the school site and ask to have a note placed in your Mentor Teacher’s mailbox. Also, send an email to your mentor teacher. If your Mentor Teacher has provided a cell phone number, call or text them as well.
- You must maintain consistent and prompt attendance per your agreement with your on-site Mentor Teacher.
- Cell phones should only be used in emergencies.
- Any problems relating to the students must be reported to the teacher.
- The law states that you may only place your hands on a child when, in your judgment, he or she is doing something that might hurt himself/herself or someone else.
- Remember, your presence and attitude toward the children is very important to their success. Keep a professional attitude and assist them to the best of your ability.
- If you have any issues related to your placement or to your classroom activities, please discuss them with your Mentor Teacher or the SERVE Coordinator.
- Children look to you as an example. Please dress and speak appropriately. Use proper grammar when speaking. Swearing and excessive slang are not appropriate at any time. Dress professionally paying attention to the dress code of the placement site.
- If a student cannot adhere to these guidelines, he/she can be dismissed from the program.
- You will need to plan time to meet with your on-site Mentor Teacher outside of your hours with the children. This time is important to both of you. For you, this should be a time to reflect on your experiences and what you are learning about the students, about yourself, and teaching as a possible career.

Period of service: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Yr. Mo. Day Yr.

\_\_\_\_\_  
**EDEL 200 Student ID#**

\_\_\_\_\_  
**Service Learning/Fieldwork Training Site**

\_\_\_\_\_  
**EDEL 200 Student Name**

\_\_\_\_\_  
**EDEL 200 Student Signature** **Date**

\_\_\_\_\_  
**Mentor Teacher Name**

\_\_\_\_\_  
**Mentor Teacher Signature** **Date**