

**Guidelines for New Work-Based
Certified Career and Technology Education Teacher
DIRECT Mentor Visit**

- Dates for observations are October 2011 – January 2012.
- The DIRECT mentor is assigned by the education associate(s) from the Office of Career and Technology Education.
- Contact your DIRECT mentor and schedule a date for your visit during the dates listed above.
- No more than two new CTE teachers can visit a DIRECT mentor on the same day.
- Spend an entire school day (8:00 AM – 3:00 PM) with your DIRECT mentor.
- Get an information packet from your DIRECT mentor that includes a:
 - Sample lesson plan
 - Sample student assessment
 - Sample long-range plan
 - Sample class syllabus
 - Sample recruitment brochure/letter/flyer
 - Any other helpful information
- Exchange contact information for on-going support.
- Take a copy the DIRECT Mentor Verification Form with you on your visit. Sign the DIRECT Mentor Verification Form. This form is to be submitted by the DIRECT mentor.
- As a followup to your visit, you will be required to make a three minute presentation sharing one strategy that you observed related to classroom and lab management. This presentation will be made during the spring session of DIRECT 2. Additional details about your presentation will be discussed at our first session of DIRECT 2 on January 21, 2012.

Remember: This is an instructional day for the DIRECT mentor. Observe, collect information, and ask questions at appropriate times.