

Document 3:

INTERN/MENTOR PROGRAM

Implemented 2013-14 Academic Year, revised February 13, 2023

Department Chairs will assign a Mentor to each new Intern in consultation with the ECMS Director as soon as possible.

All new faculty and their Mentors will attend New Teacher Orientation and Pizza Social held on the first Friday of the school year from 5:00 – 7:00 pm.

Intern requirements

All Interns:

- Should become familiar with all aspects of ECMS
- Maintain regular contact with all of their students
- Be responsive in their communication with Department Chairs and ECMS Office
- Attend two intern-specific meetings (Coffee with the Dean), one per semester

During each of the first two years of employment, studio Interns will:

- Observe at least 2 complete lessons of their mentor's teaching
- Attend at least 1 studio event with their mentor
- Observe at least one ECMS recital

During each of the first two years of employment, classroom and ensemble interns will:

- Participate in at least 1 class or rehearsal with their mentor
- Theory interns will participate in bi-weekly meetings with the Theory Chair

Mentors requirements

All Mentors will:

- Maintain regular contact with their interns
- Observe at least one lesson, class, or ensemble
- Invite Interns and their Intern's students to the Mentor's studio events
- Work on keeping their intern's students informed about ESM/ECMS as well as national/international activities pertaining to them and their field of study via periodic email messages
- Invite and encourage Intern's students to participate in ESM/ECMS sponsored events (recitals, performance opportunities, exams/juries etc.)

Tracking

All Mentors will have the Program Tracking Sheet, which they will turn in at the end of the year (one for each Intern). These tracking sheets will serve as proof of completion and initiate compensation process for Intern and Mentor. Interns and Mentors will be compensated at their hourly rate for 5 hours each upon completing the requirements specified in the Tracking Sheet.

In addition to requirements specified in the Intern/Mentor Tracking Sheet, it is assumed that Mentors will continue to communicate with Interns and their former intern's students on a regular basis beyond the initial two years.

All interns are required to schedule and attend an exit interview with the Associate Dean and Director.

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