



**California State University, San Bernardino  
Noyce Math and Science Scholars for the Inland Empire**

California State University, San Bernardino  
San Bernardino City Unified School District  
Noyce Mentor  
Memorandum of Understanding

As a Noyce Mentor for CSUSB/SBCUSD, I agree to fulfill the following responsibilities:

1. Participate at the Noyce Meet and Greet.
2. Participate at the monthly Noyce seminars.
3. Meet with my scholar before and after each observation to prep and debrief.
4. Prepare lessons for scholar observations.
5. Acquaint my scholar with the school and personnel.
6. Revisit the Noyce Benchmarks regularly to keep my scholar on track, and to assure proficiency in each of the items. Update the Benchmarks Checklist as my scholar moves toward proficiency in each activity.
7. Keep the Noyce leadership team apprised of any concerns I have or issues that may arise.
8. Complete and submit Noyce Scholar evaluation form by each of the quarterly due dates.
9. Discuss and work collaboratively with my scholar to complete the quarterly paperwork (benchmarks, mentor feedback, participation logs, and the upcoming quarter's goals).
10. Complete and turn in monthly timecards to the Secondary Education secretary by the 19<sup>th</sup> of each month.

Specify what category the time was used

Pre/Post Observation Conferences – A

Noyce Monthly Meetings – B

Personal Planning – C

Daily hours for Noyce may not exceed 2 hours

Weekend hours will not be paid for

Annually may accrue up to 100 hours of extra duty from Noyce

80 hours: Pre/Post Observation Conferences and Personal Planning

20 hours: Noyce Seminars

Printed Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_