



MERRIMACK COLLEGE
WINSTON SCHOOL OF EDUCATION & SOCIAL POLICY

Merrimack Institute for New Teacher Support (MINTS) Guide



Merrimack Institute for New Teacher Support (MINTS) participants are encouraged to review this document for information that will support their safe and effective participation and learning during MINTS events.

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EXECUTIVE SUMMARY & OVERVIEW

The first few years in the field for a new teacher is a crucial transition time and often determines their likelihood of remaining in the profession. While new and early teachers feel confident in their content knowledge, often times they lack sufficient support and preparation for other aspects of the teaching profession, such as instructional strategies and classroom management; coping with the work-life balance; and differentiating education styles to better accommodate individual students' needs. Providing support, resources, and mentorship to new teachers in the first few years can ease the transition from novice to professional; familiarize beginning educators with the responsibilities of teaching; and increase retention in a particular location or subject area. Thus, the Merrimack Institute for New Teacher Support (MINTS) was created within Merrimack College's Winston School of Education & Social Policy to aid in improving teacher retention and support.

The Merrimack Institute for New Teacher Support (MINTS), formally launched in November 2016 and funded through the Winston Center for Excellence, serves as a professional development and resource hub for new and developing teachers entering the field, to aid in their support and retention. In under 2 years, the MINTS has begun to build a reputable foundation in the local education community, and offers a multitude of supportive opportunities and resources to better support and prepare not only developing teachers but seasoned educators in the field as well. Through a multi-component approach, which is a model unique to Merrimack College's Winston School of Education & Social Policy, the MINTS provides professional development events, networking and mentoring opportunities, supportive resources and guides, and an online forum/site for virtual connection and access, in addition to collaborating directly with the local education community and other Merrimack College departments.

The Merrimack Institute for New Teacher Support (MINTS) so far has hosted numerous professional development/networking/workshop opportunities, with a total of over 1,400 attendees across all events thus far comprised of current undergraduate and graduate students, new and developing in-service teachers, and seasoned educators/administrators from local partnership schools and districts such as Methuen, CREST Collaborative, North Andover, Andover, Salem, Lawrence Public Schools and Charter Schools, Haverhill, Lowell, Lynnfield, Boston, local private schools, and more. Data/feedback gathered from all events has been largely positive; participants have noted that the MINTS provides a constructive and collaborative environment for new teachers to feel supported, and for seasoned teachers to continue their learning process. On both sides, participants agree that MINTS events and opportunities assist in uniting the local education community and provide them an outlet to support each other in an effort to build up a strong network of local educators.

MINTS has attracted nationally-renowned speakers and presenters, and has been contacted by the local Catholic schools to exclusively coordinate their professional development day for 150-200 educators across 8 local Catholic schools. Through researching national models and programs on teacher support, retention, and induction, it was found the holistic approach through the MINTS is unique to Merrimack College. Upon reaching the 8-year mark soon, and now that the MINTS has built a local following with brand recognition, the MINTS has begun to investigate methods of generating additional revenue through the professional development offerings, as well as continuing to diversify our portfolio of supportive opportunities and resources by exploring district-hosted functions and events through the MINTS program.

VISION STATEMENT, MISSION STATEMENT & PROGRAM OUTCOMES

- Vision:*** Merrimack Institute for New Teacher Support (MINTS) supports and empowers beginning and developing educators to ensure that every student has a highly effective and prepared teacher.
- Mission:*** Merrimack Institute for New Teacher Support (MINTS) is committed to providing professional support and human resources to new and developing teachers in the education field. Through collaborative mentorship and professional development, MINTS aims to foster a community amongst beginning educators and more experienced teachers and alumni while providing holistic support and additional learning opportunities, in order to increase retention and better prepare new teachers in the field.
- Outcomes:*** The following are goals, objectives, and desired outcomes of the MINTS program:
- ❖ To provide support, guidance, and resources to ease the transition of beginning teachers from novice to professional and help teachers work towards a professional license.
 - ❖ To foster a heightened sense of confidence amongst new teachers in regards to coping with stress, classroom management, and one's abilities as an effective teacher.
 - ❖ To familiarize beginning teachers with the responsibilities of teaching and adapting to the culture of the education profession.
 - ❖ To create, grow, and strengthen Merrimack's community/school partnerships; to also confer with school districts to potentially provide new teachers with the certified hours of professional development and induction through this program, as well as provide induction certification to seasoned educators.
 - ❖ To allow seasoned professionals to provide mentorship opportunities to aid in their own professional development, and to allow for the application of their own experiences to aid in the development of the next generation of educators.
 - ❖ To provide strategies and resources from experienced educators and experts in the field to early teachers, in order to create a collaborative and supportive community.
 - ❖ To increase retention of new and developing teachers in the education community.
 - ❖ To become nationally known for excellence in new teacher retention and growth based on the institute/program model.

SAMPLE PROGRAM PARTICIPANTS

- ❖ Undergraduate Students
- ❖ Graduate Students
- ❖ Merrimack College Alumni
- ❖ Prospective Students
- ❖ New & Developing Teachers in the Field (1-5 years experience)
- ❖ Experienced Teachers in the Field (5-10 years experience)
- ❖ Seasoned Educators in the Field (10+ years experience)
- ❖ Current & Former School Administrators, Superintendents, & Principals
- ❖ School Guidance Counselors
- ❖ Speech-Language Pathologists and Audiologists
- ❖ School Nurses
- ❖ School Paraprofessionals & Staff Members
- ❖ Retired Teachers, Educators, & Administrators
- ❖ Merrimack College Faculty, Staff, & Administrators
- ❖ School Partnership & Community Affiliated Members
- ❖ Parents and Home School Teachers

ATTENDANCE AND CANCELLATION POLICY

For all free workshops, unless otherwise noted, we encourage a courtesy email to inform us of your absence.

Prepaid ASHA CE fees can be refunded or exchanged if a participant cancels their registration at least one week prior to the event day. Also, see Merrimack College's events ticketing platform called [Vivenu](#).

Refunds for any payments related to events an individual cancels more than one week prior to the event will be considered on a case-by-case basis in extraordinary circumstances. Please email mints@merrimack.edu.

In the event that MINTS must cancel an event, individuals will be notified at the email address they provided upon registration. Refunds will be issued for any event-related payments.

CERTIFICATES OF PARTICIPATION

Unless otherwise noted, after MINTS workshops, registered attendees will receive a certificate of participation to be counted towards professional development points (PDPs) for K12 teachers.

Some MINTS workshops are approved for ASHA CEUs. The certificate of participation for these workshops will carry the ASHA CEU symbol and the number of hours participants receive.

COURSE EVALUATIONS

After each workshop, you can expect to receive an evaluation survey. In order to obtain ASHA CEUs, participants must complete the event survey within the designated timeframe.

COMPLAINTS POLICY

Individuals who are not satisfied with the continuing education services, workshops, and programs through MINTS can use the primary MINTS mailbox (mints@merrimack.edu) for support in rectifying the situation.

Steps will be taken according to the Nondiscrimination and Harassment Policy of Merrimack College: https://www.merrimack.edu/about/offices_services/office-of-the-general-counsel/nondiscrimination-and-harassment-policy/ as well as the policies of Vivenu for any payments for ASHA CEU processing: <https://vivenu.com/seller/merrimack-college-gayt/agb>

NONDISCRIMINATION, HARASSMENT, PROFESSIONALISM & COMMUNITY STANDARDS

MINTS abides by the Nondiscrimination and Harassment Policy of Merrimack College.

“The College prohibits discrimination of any kind.”

“Sexual harassment and harassment based upon any protected characteristic, are unlawful and will not be tolerated by the College.”

For a full description of the Nondiscrimination and Harassment Policy of Merrimack College please go to: https://www.merrimack.edu/about/offices_services/office-of-the-general-counsel/nondiscrimination-and-harassment-policy/

MINTS presenters and participants should conduct themselves professionally and in accordance with the Merrimack College community standards.

“Before all else, the students, faculty, staff, and administration of Merrimack College form an Augustinian community that supports and challenges its members in the pursuit of truth. We declare and celebrate our common purpose, and commit ourselves:

- to serious study, generous service and courageous leadership
- to academic integrity and personal growth
- to civilized discourse in the exchange of ideas
- to friendship, diversity, and mutual respect
- to primacy of conscience and the spiritual life
- to responsibility for the common good, and
- to pride in our school and ourselves.”

INTELLECTUAL PROPERTY RIGHTS EXPECTATIONS

MINTS recognizes the importance of fostering a creative and innovative environment while respecting the intellectual property rights of individuals within our community. All members, including faculty, staff, students, participants, and presenters, are expected to adhere to prevailing principles for intellectual property as described by the [American Bar Association](#).

The College respects the principles of fair use and encourages the dissemination of knowledge. While recognizing the rights of creators, MINTS also encourages the responsible use of intellectual property. Individuals seeking to use copyrighted material in presentations owned by others are expected to obtain appropriate permissions or licenses and use appropriate citations. Participants are expected to obtain permission from MINTS presenters and use appropriate citations when using or distributing information, handouts or other materials available during MINTS events. MINTS supports the fair and legal use of intellectual property for educational and research purposes.

COMMUNICATION LOGISTICS

Prior to each event, registered participants can expect to receive reminder emails. These emails will include campus logistics for on-campus workshops or Zoom information for virtual workshops. Any pre-session resources and materials will be shared with participants.

MERRIMACK COLLEGE PARKING / BUILDING INFORMATION

Below, please see the most up-to-date parking and building map for Merrimack College. Please see this [Merrimack College Admissions](#) link to view content related to driving and parking directions, campus maps, commuter rails, and nearest airports.

Merrimack College is located at 315 Turnpike St. in North Andover, Massachusetts.



Merrimack College's 2023-2024 Building/Parking Map