

Semester at a Glance for Mentors

Observations and Evaluations:

	Weeks 1 – 2	Weeks 3 – 5	Weeks 6 – 8	Weeks 9 – 13	Weeks 14 – 16
Expected Action	Initial Meeting with Supervisor OFS Mentor Training at various locations	At least 1 formal observation (+ any informal observations you would like to complete)	Mid-semester 7 week Triad with CCAST form	At least 1 formal observation (+ any informal observations you would like to complete)	Final 15 week Triad with CCAST form
Details for fulfilling expected actions.	<ul style="list-style-type: none"> * Ask any questions you may have * Review observation forms. (utilize the criteria of the CCAST rubric to provide evidence and feedback to intern to give a sense of where interns are in the continuum). * Review CCAST forms (rubric used to score candidate performance at weeks 7 and 15) and expectations for Triad/consensus meeting. 	Complete observation form (found both on OFS website and attached to email from OFS Placement Coordinator): <ul style="list-style-type: none"> • Script lesson while observing. • Discuss goals for improvement and areas of strength. • Discuss next steps. • Using rubrics and “look-fors”, complete consensus 	<ul style="list-style-type: none"> * Schedule a time that all three people can sit down for 45 minutes to an hour. * Review procedures for scoring for the CCAST. * Come to the Triad conference with your own CCAST form completed and 1 – 2 goals for the intern for the remainder of the semester. * Come to a consensus as a group of 3. The supervisor will record and submit the consensus scores in Taskstream. 	Complete observation form (found both on OFS website and attached to email from OFS Placement Coordinator): <ul style="list-style-type: none"> • script lesson while observing • discuss goals for improvement and areas of strength • discuss next steps • using rubrics and “look-fors”, complete consensus • Consider growth since previous observations and specifically regarding goals set at Triad 	<ul style="list-style-type: none"> * Schedule a time that all three people can sit down for 45 minutes to an hour. * Review procedures for scoring for the CCAST. * Come to the Triad conference with your own CCAST form completed and 1 – 2 goals for the intern for professional growth * Supervisor will record and submit the consensus scores.

Critical points of communication with OFS and intern

Supervisor communicates with OFS staff member regarding any concern(s) with respect to student disposition or pedagogical skill at the **beginning of week 4** and at the **beginning of week 10**. The Week 10 communication is critical in that the last day to withdraw for the semester is the final day of week 10. OFS initiates the arbitration process for any student at risk of an unsatisfactory to put a plan for success or an alternate path in place.

Week 4 communication deadline _____

Week 10 communication deadline _____