



Mentors of Employed Full-time Interns Quick Facts

I. Responsibilities and Expectations

- A. Participate in Mentor Training
- B. Conduct weekly check-ins
 - 1. Examples: Co-planning, discussing a difficult student/scenario and possible solutions, reviewing assessment data, developing IEP goals, co-teaching then debriefing, informally observing intern, reviewing an Internship assignment, etc.
 - 2. Feedback is documented by the Intern on the Weekly Timesheet (submitted to Canvas weekly)
- C. Review and sign the intern's weekly [timesheets](#)
- D. Evaluations
 - 1. Level I Evaluation:
 - a) Non-evaluative and non-graded, not uploaded to Canvas, purely diagnostic, and provides written feedback to the intern and Supervisor
 - b) Conducted at the mid-point of the semester or placement
 - (1) Placement 1 (for interns with 2 placements): Approx. week of 2/2
 - (2) Semester: Week of 3/2
 - c) Mentor may use the N/A column
 - 2. Level II Evaluation:
 - a) Final, formal evaluation completed by the mentor teacher
 - b) Conducted near the end of the semester or placement
 - c) Uploaded to Canvas for scoring, factored into final grade
- E. Additional Potential Areas of Support
 - 1. Selection of student(s) for edTPA focus (SPED candidates only)
 - 2. Identification of a problem/area of need for Action Research Project
 - 3. Timeline of gradual release of teaching responsibilities (paraeducators only)

II. Resources and Links

- A. [Handbook for Mentors of Employed Interns](#)
- B. [Level I and II Evaluation](#)
- C. [NDMU Intern Google Site](#)