

MAT Intern Professionalism Checklist #3 ***Completed by Anchor Placement Mentor***

Intern: _____ Mentor Teacher: _____

School: _____ Grade Level/Subject: _____

Date of Assessment: _____ Overall Rating (based on scale below): _____

This checklist is designed for periodic review of Intern behaviors. It should be used as indicated on the MAT Schedule of Responsibilities. This checklist is shared among the Mentor Teacher, the Intern, and the Director of Student Teaching. The College Supervisor is also included if an Action Plan is necessary.

	Professional Characteristics (<i>Numbers in parentheses are related to INTASC PRINCIPLES</i>) (Balance your assessment of your Intern's progress with your understanding of the Intern's novice status combined with rigorous expectations for performing to the standards outlined by the INTASC principles.)
	Is on time. (In the case of an <i>unavoidable</i> emergency, the Intern contacts both the Mentor Teacher and the Internship Coordinator.) (9)
	Presents a professional appearance (9)
	Shows initiative (9)
	Is prepared for the day upon arrival (7)
	Demonstrates respect for all students, the school and its staff, and the community (10)
	Uses professional, appropriate language at all times with students and colleagues and demonstrates a strong command of academic English (2, 10)
	Stays at least the minimum of the teacher's duty day; arrives early enough to allow for adequate planning time with the Mentor Teacher; remains late enough to be sure of being prepared for the next day (7)
	Actively participates in professional activities in school (10)
	Is responsive to requests from the Mentor Teacher to participate in non-classroom activities as needed. (If issues arise with such requests, please bring them to the attention of the Director of Student Teaching.) (10)
	Develops and maintains positive professional relationship with the students (2, 10)
	Develops and maintains positive professional relationships within the school (10)
	Encourages positive classroom interactions (5)
	Presents complete, fully developed lesson plans and materials at least 2 days in advance for feedback (or earlier if so requested by the Mentor Teacher or College Supervisor) (1, 7, 9)
	Solicits feedback on planning, teaching, and assessment of student learning (it is the Intern's responsibility to clarify any confusion on these issues with the Mentor Teacher)(4, 7, 8, 9)
	Exhibits professional demeanor: confidence, positive attitude, takes responsibility, expresses concerns in a constructive manner that leads to solutions (9)
	Creates and implements strategies for managing program workload as well as the pressures of a teacher's daily role expectations and the accompanying stresses of both (9)

_____Mentor Teacher, please check here to indicate that the Intern is Accomplished in all of the above competencies. If not, please describe below and work with the Intern and College Supervisor to develop an Action Plan to address areas of concern (please attach additional pages as needed):

_____Mentor Teacher, please check here to request a meeting regarding concerns about any of the above with Crystal Dunkin (cidunkin@smcm.edu)

PLEASE RATE THE FOLLOWING PROFESSIONAL COMPETENCIES:

Rating Scale: 3+= Exemplary 3 = Accomplished 2= Developing 1 = Beginning

Professional Characteristics <i>(Numbers in parentheses are related to INTASC PRINCIPLES)</i> (Balance your assessment of your Intern's progress with your understanding of the Intern's novice status combined with rigorous expectations for performing to the standards outlined by the INTASC principles.)	Rating	Compliments
Actively seeks feedback and accepts constructive comments professionally		
Applies feedback appropriately to improve practice (9)		
Holds high expectations for all students, including those from diverse backgrounds and those with special needs (2, 3)		
Uses resources, including technology, appropriately and effectively (6)		
Prepares and implements units and lessons that are developmentally appropriate for students (2)		
Communicates effectively and appropriately with parents (10)		
Identifies and addresses own content knowledge and pedagogy gaps related to teaching assignment (1)		
Exhibits the highest professional and scholarly ethics and upholds them for students (9)		

Action Plan to address any elements above for which the rating is a 2 or a 1 (please attach additional pages as needed):

_____Mentor Teacher, please check here to request a meeting regarding concerns about any of the above with Crystal Dunkin.

An Intern must meet each competency at least at the Developing level in order to continue in the placement. If an Action Plan is indicated, the Intern, Mentor Teacher, and College Supervisor will collaborate on this plan to raise the Intern's level of performance during the Internship.

The Intern and Mentor Teacher have reviewed this assessment. If an Action Plan is required, the Intern understands the steps to be taken to improve the level of mastery for each competency.

Intern Name (Please Print)

Intern Signature

Mentor Teacher Name (Please Print)

Mentor Teacher Signature

Date of Review
