

## MEETING LOG SHEET FOR INTERNS, PROFESSIONAL PARTNERS, AND MENTORS

This form should be kept by the Mentor and completed in collaboration with the Intern. Copies are to be kept by each partner, and a copy electronically transmitted to the Principal on a monthly basis. Mentor Logs should reflect the meetings held by the partners. Any observations, other meetings, etc., should also be referenced.

<b>COLLABORATIVE LOG – Month:</b>		
<i>MENTOR:</i>	<i>DATE(S) OF WEEKLY MEETING(S) WITH CLOCK HOURS NOTED:</i>	
<i>INTERN:</i>		
General information on the <u>types</u> of activities in which you have engaged for the month (ex peer observations, coaching, lesson planning/review, study group work, etc.)	<b>Current <u>focus</u> of Mentor/Intern interactions</b>	
Intern’s activities for the following month (ex, questions you may want to have answered)	Mantee’s questions for principal or other supervisors	Mentor’s activities for the following month (ex, in what way(s) will you try to help facilitate your Interns goals?)
Date log was reviewed by Mentor and Intern:	Copy given to the Intern by the Mentor	<b>IMPORTANT REMINDER:</b> If, for any reason, a Mentor or a Intern has concerns about the mentoring process (e.g., another perspective or help with a specific instructional or other issue is desired, or if the partnership does seem to meet the needs of one or the other partner) please contact the Assistant Superintendent for a confidential consultation.
Date log received at the Principal’s Office:		