CIT Intern Report on Mentor – SCHOOL COUNSELOR

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| Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | [ ]  First Intern Report on Mentor [ ]  Second Intern Report on Mentor |

Please briefly describe in the box below how your CIT Mentor has supported you during your internship. As part of your narrative, please include specific examples of support and/or any specific areas in which you would like additional mentor support. If you need more space, please use another sheet of paper. On the back of this form, indicate specific mentoring activities your mentor has done to support you.

If you have concerns that you would prefer to share confidentially with the CIT Director, please contact the CIT Office (585-262-8541, CIT@rcsdk12.org).

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**Please complete page two of this form.**

**Please place an ‘X’ in the small boxes next to the activities your mentor has done to support you.**

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| **PLANNING AND PREPARATION** |
|  | Discussed/Reviewed NYS Learning Standards and NYS Comprehensive School Counseling Model |
|  | Reviewed Professional Goals |
|  | Helped to develop counseling program/lessons aligned with standards |
|  | Discussed/reviewed special education process |
|  | Reviewed District expectations (job description and evaluation guide) |
|  | Discussed/reviewed use of technology and data |
|  | Helped procure resources |
|  | Assisted with designing program/lessons for diverse learners |
|  | Encouraged collaboration with colleagues, administrators, teachers, parents, & students  |

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| **DELIVERY OF COUNSELING SERVICES** Academic Domain |
|  | Discussed maintenance of educational plans and review of transcripts |
|  | Discussed diploma requirements and scheduling procedure |
|  | Discussed ways to involve parents |
|  | Discussed review of students’ academic progress |
|  | Discussed use of student support/agency services to address barriers to academic success |
|  Career Domain  |
|  | Modeled or co-taught career planning lesson |
|  | Suggested resources (electronic and otherwise) for delivery of career educational program |
|  | Discussed ways of organizing the college search, application, and financial aid processes |
|  | Suggested ways to assist students with job readiness and employment skills |
|  | Reviewed transition process for special education students, as well as agencies and services available |
|  Personal/Social Domain  |
|  | Discussed counselor’s role in promoting youth personal and social developmentDiscussed  |
|  | Discussed use of individual counseling, group counseling, classroom guidance, and referrals |

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| **COUNSELING ENVIRONMENT** |
|  | Conferred about ways to create an environment of respect, trust, and rapport with all participants |
|  | Suggested ways to manage routines and procedures  |
|  | Suggested ways of promoting standards of conduct and scholarly habits for students |
|  | Suggested ways to organize physical space, including literary and electronic resources |
|  | Intervened when asked |

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| **PROFESSIONAL RESPONSIBILITIES** |
|  | Explained how to maintain accurate records and data and how to use them to drive program and promote student progress |
|  | Suggested ways to communicate with and involve families to support student learning |
|  | Encouraged and suggested ways to participate in school and district projects |
|  | Encouraged involvement in professional organizations |
|  | Recommended professional readings  |
|  | Recommended professional development opportunities |
|  | Encouraged education of others about the role of the counselor |
|  | Suggested ways to utilize the community to enhance program |
|  | Encouraged reflection about counseling practices |
|  | Discussed ethics of the counseling profession |

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| The frequency of visits and contacts from my mentor[ ]  is consistently appropriate to my needs.[ ]  is appropriate to my needs most of the time.[ ]  is more frequent than I feel is necessary.[ ]  is not frequent enough to meet my needs. I need my mentor to visit and contact me more often. |
| My mentor provides written feedback (Feedback Forms and other written feedback) [ ]  regularly, and it is helpful (highlights positives, focuses our efforts, identifies next steps, etc.).[ ]  sometimes, and it is helpful.[ ]  regularly or sometimes, but it is not particularly helpful.[ ]  sporadically, not very often, and/or not at all. |

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