CIT Intern Report on Mentor – SCHOOL SOCIAL WORKER

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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](mailto: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** | |
|  | Provided written feedback on observations |
|  | Conferenced about observations |
|  | Explained CSE procedures/Annual Reviews |
|  | Provided instructional/therapeutic materials |
|  | Reviewed district expectations |
|  | Modeled a counseling session/lesson |
|  | Co-facilitated a counseling session/lesson |
|  | Reviewed State guidelines/NYS Medicaid regs. |
|  | Helped with the implementation of AIS plans |
|  | Explained criteria for special education classifications and continuum of services |
|  | Assisted with the writing of an order for Psychological Counseling Services |
|  | Reviewed treatment note/progress notes or other documentation |
|  | Conferenced about effective group management techniques |
|  | Consulted about effective counseling techniques/caseload management |
|  | Helped establish an effective routine/time management of caseload |
|  | Explained procedures for data entry into IEP Direct |

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| **ENVIRONMENT** | |
|  | Conferred about ways to create an environment of respect, trust and rapport |
|  | Offered guidance for crisis intervention |
|  | Provided information regarding procedures and appropriate response to referrals |
|  | Suggested multicultural therapeutic materials and activities relevant to counseling |
|  | Discussed ways to contribute to a positive school climate |

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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. |

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| **DELIVERY OF SERVICE** | |
|  | Provided consultation regarding crisis intervention |
|  | Assisted with the development of FBA/BIP |
|  | Provided samples of various Social Work reports (Psychosocial, Counseling Evaluation, session notes, etc.) |
|  | Encouraged effective consultation with teachers/staff |
|  | Intern/mentor joint home visit |
|  | Suggested ways to involve parents in supporting learning |
|  | Encouraged ways to involve parents in FBA/BIP/AIS meetings |
|  | Encouraged parental involvement throughout the CSE process |
|  | Shared information on community resources |

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| **PROFESSIONAL RESPONSIBILITIES** | |
|  | Offered examples of how to maintain accurate records |
|  | Encouraged and suggested ways to participate in school and district projects and committees |
|  | Suggested ways to communicate with and involve families |
|  | Encouraged involvement in professional organizations |
|  | Recommended professional readings |
|  | Recommended professional development opportunities |
|  | Encouraged collaboration with colleagues |
|  | Suggested community resources |
|  | Suggested strategies, routines and procedures that support student learning |
|  | Suggested ways to manage student behavior |
|  | Modeled professional demeanor |

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| 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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