***Career In Teaching***

**SAMPLE Intern Final Report - RECOMMEND**

XXXXX

XXXXX

**Intern’s Name: Certification:**

XXXXX

**Mentor’s Name: School:**

XXXXX

**Hiring Status:  Probationary  Contract Substitute  Part-Time  Per Diem  Hourly**

1. **Describe the progress this intern made during the school year. Include references to growth and/or problems in meeting the professional expectations for interns and any other areas germane to the intern’s future in the teaching profession.**

**I RECOMMEND \_\_\_\_**for continued employment in the Rochester City School District. This recommendation is based on 15 observations and 37 conferences (not including almost daily brief conferences) throughout the 2011-2012 school year. \_\_\_\_was hired as an English teacher at \_\_\_\_\_. In August 2011 I was assigned to mentor her.

\_\_\_\_spends a great deal of time planning lessons aligned with the Common Core Standards, and has shown significant growth in preparing engaging lesson activities. She uses the Springboard curriculum as a guide, but increasingly, she seeks out content and activities that demonstrate her knowledge of her students’ development, interests and background. She uses student work and formative assessment data to plan for future instruction.

\_\_\_has created a classroom environment of respect and rapport. She is extremely organized and systematic. She incorporates music in the background, which helps to create a peaceful environment. Little instructional time is lost because of the classroom routines and procedures for transitions that she has implemented consistently after some trial and error. She has improved her use of strategies to encourage responsible student behavior by subtle and sensitive monitoring. She has made an effort to get to know her students, and now can often anticipate and prevent misbehavior by attending to individual student needs. She continues to work on strategies to avoid escalating conflict when students challenge her.

Through student-centered instructional strategies, \_\_\_\_has created a community of learners. Lessons are delivered with enthusiasm in a calm, nurturing manner. She engages students in learning by connecting her lessons to her students’ interests and experiences. Additionally, she poses many questions designed to promote student thinking and understanding. She continues to improve this part of her practice, and she has worked hard to get the majority of her students to participate actively in discussions. Throughout her lessons she continuously checks for understanding and provides quality feedback. When she sees that her students do not understand the lesson, she is now able to pause and makes adjustments as necessary, instead of trying to force a lesson when it is not effective.

\_\_\_\_is a true professional who takes her responsibilities seriously. She is a reflective teacher who has grown more comfortable with feedback and now willingly modifies her lessons based on discussions about what is working and what needs to change. She plans her professional development goals based on these reflections, and has attended several PD sessions with her mentor. She has improved her systems for tracking student progress, and has grown more comfortable in communicating with her students’ families. She has collaborated with colleagues as a member of an Action Research group on restorative strategies at her school, and has begun to make changes in her practice based on her research findings. She has taken an active role in a Peer Mediation group at her school, which has led to productive relationships with her students and colleagues.

It has been a pleasure working with \_\_\_\_throughout this school year.

1. **Describe the procedures you employed to assist this intern. Include specific references to time and frequency of observations and conferences. Note other assistance and interaction as reflected in your records.**

I was assigned to mentor \_\_\_\_\_in August, 2011. Because we are in the same school, we meet daily to conference. I have visited her room 15 times for at least 30 minutes/visit. We have met for 37 conferences. Additionally, I make frequent “quick” visits to see how she is doing. On several occasions I assisted her during her teaching. The following is a list of topics of our conferences and my visits:

* Reviewed/Explained Common Core Standards and assessments
* Reviewed her professional goals
* Helped to plan differentiated lessons aligned with standards (explained how to used Springboard)
* Helped to plan long range unit plans based on Springboard
* Reviewed student work and assisted with designing lessons based on the student work
* Suggested routines and procedures that support student learning
* Suggested ways to manage responsive student behavior through the use of student conferences, utilizing a behavior mod system, conferencing with student families
* Modeled a lesson on writing an Introduction
* Co-taught a lesson about personification in poetry
* Suggested various instructional strategies to engage students in learning (eg. *Think-Pair-Share*, *Say Something*, *5-3-1*, *Here’s What, So What, Now What*)
* Suggested ways to engage students by connecting instruction to their interest (eg. helped develop writing lesson about imagery found in songs)
* Helped to analyze student work (discussed the use of rubrics)
* Suggested assessments aligned to instruction (eg. Poetry portfolio)
* Explained how to use computer program to track student records
* Suggested ways to involve families to support student learning (eg. interviews of families for human interest articles for newspaper unit)
* Encouraged participation in my Action Research group at school
* Regularly asked questions that encouraged reflection about teaching practice (eg. *How might you use a rubric at the beginning of the Poetry Unit*?)

**Mentor’s Signature: Date:**

**Intern’s Signature: Date:**

**Reviewed by CIT Panel: Date:**

(Signature)

Intern may attach a response or comment; please initial here if comment is attached: \_\_\_\_\_\_

The Mentor should present this signed form in person to the CIT Governing Panel Contact during the Final Review Process unless otherwise directed.