Career in Teaching Intern Report on Mentor  
Library Media Specialist

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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/ PREPARATION/ ASSESSMENT** |
|  | Discussed/Reviewed NYS Content Standards, Librarian Scope & Sequence, Core Curriculum |
|  | Reviewed Professional Goals |
|  | Suggested ways to become familiar with the school’s program and student information |
|  | Suggested resources available for students and teachers |
|  | Reviewed District expectations (Evaluation Guide) |
|  | Reviewed/Assisted in developing a library program |
|  | Reviewed/Assisted in developing a plan to evaluate the library program |

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|  | **DELIVERY OF SERVICE** |
|  | Suggested ways to maintain and extend the library collection |
|  | Collaborated in the design of instructional units and lessons |
|  | Suggested strategies for how to engage students  in learning informational skills |
|  | Suggested strategies for engaging students in enjoying literature |
|  | Suggested ways to assist students in the use of technology |

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|  | **LIBRARY ENVIRONMENT** |
|  | Suggested ways to create an environment of respect and rapport. |
|  | Suggested ways to establish a culture for investigation and love of literature |
|  | Suggested routines and procedures that support student learning in a library |
|  | Suggested ways to orchestrate responsible student behavior |
|  | Suggested ways to create and manage responsive student behavior |
|  | Intervened when asked |
|  | Aided with weeding, re-organizing, re-cataloging materials to better meet patrons’ needs |
|  | Suggested ways to organize the physical space to enable a smooth flow |
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|  | **PROFESSIONAL RESPONSIBILITIES** |
|  | Encouraged reflection about practice |
|  | Assisted with preparation of reports and/or budgets |
|  | Encouraged communication with staff and families about library and community resources |
|  | Encouraged involvement in professional organizations |
|  | Encourage participation in school and district events |
|  | Encouraged collaboration with colleagues at school and district levels |
|  | Recommended professional development opportunities |
|  | Modeled ethical practices and advocacy |
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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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## Intern’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Mentor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mentors should turn in this signed form with the signed Intern Status Report to the CIT Office, CO-2***