



## Paperwork Checklist for CIT Mentors Supporting Interns



Month	Task	
August- September	Complete or Update <a href="#">CIT Mentor Data Google Form</a> .	
	Initial Contact with Intern; First Meeting.	
	Complete <a href="#">CIT Teacher Data Google Form</a> (for each teacher you support).	
	Complete/Discuss <a href="#">CIT Intern Self-Assessment</a> (not submitted).	
	Track contacts, take notes in <b>Mentor Log</b> (not submitted, <b>ongoing</b> ).	
	Provide written feedback with <b>CIT Collaborative Mentor-Intern Feedback Form</b> . Share with Intern ( <b>ongoing</b> ).	
	Introduce yourself to Intern's administrators ( <b>contact monthly</b> ).	
	Open <a href="#">CIT Google Classroom Mentor Calendar</a> ( <b>update monthly</b> ).	
<b>September- June Ongoing</b>	Visit Intern. Track contacts, take notes, collect evidence in <b>Mentor Log</b> .	
	Provide Written Feedback with <b>CIT Collaborative Feedback Form</b> .	
	Contact CIT Office if Intern is struggling. Complete/Discuss/Sign/Submit <b>Statement of Concern</b> , if needed.	
	Update <a href="#">CIT Google Classroom Mentor Calendar</a> ( <b>monthly</b> ).	
	Contact Intern's Administrator and/or Principal ( <b>monthly</b> ).	
October- November	Prepare/Complete/Discuss/Sign/Submit <a href="#">First Intern Status Report</a> (due at November Mentor Forum).	
	Intern completes <a href="#">Intern Report on Mentor</a> . Discuss/Sign/Submit with Intern (due at November Mentor Forum).	
	Schedule CIT Panel Observation and Mentor Peer Observation (any time before March 31)	
December- March	Complete/Sign/Submit <b>Intern of the Year Nomination</b> , if applicable (by February 15).	
	Prepare/Complete/Discuss/Sign/Submit <a href="#">Second Intern Status Report</a> (due at March Mentor Forum)	
	Intern completes <a href="#">Intern Report on Mentor</a> . Discuss/Sign/Submit with intern (due at March Mentor Forum).	
	Schedule/Complete/Submit <a href="#">CIT Mentor Peer Observation Reflections</a> (by March 31).	
April- June	If not recommending Intern for continuation, consult director and complete Intern Final Report by April 15.	
	Complete/Discuss with Intern the <a href="#">CIT Intern End-of-Year Self-Assessment</a> (not submitted).	
	Prepare/Complete/Discuss/Sign <a href="#">CIT Intern Final Report</a> (by May 25). Submit to CIT Panel Contact at Mentor Review of Records Meeting.	
	Printout <a href="#">CIT Google Classroom Mentor Calendar</a> and <b>PD Log</b> . Submit to CIT Panel Contact at Mentor Review of Records Meeting.	
	Complete <a href="#">CIT Mentor Review of Records</a> meeting with CIT Panel Contact.	

**Forms and other Resources at [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources)**