

Suggestions for Creating Opportunities to Visit Interns

from CIT Mentor Forum & Evaluation Survey

September 26, 2016

Tonight we shared many suggestions for creating opportunities to visit our Interns. They included:

- Planning CIT days far ahead
- Booking a good sub ahead of time
- Early School/Late School matchups
- CIT Half-Days and Half-Days paired with other Mentors
- Working with other building mentors
- Meeting with groups of Interns and/or Mentors (to review district procedures, SLOs, paperwork, etc.)

Please add any additional suggestions here:

- Be clear and honest about your availability.
- Try finding a retired teacher from your building to sub. They love half days.
- Have a co-teacher cover your class on a day when you give a test.
- I have scheduled regular day and time sessions based on both of our schedules. This scheduling allows for consistency.
- Teaming up with other mentors in the building where your interns are so they can act as an aid when you are not available.
- Plan a month at a time ahead and submit all at once.
- In addition to booking a good sub, I find it helpful to have the same sub as often as possible. That way she knows students and other teachers and administrators are comfortable with her. Also, she can do more serious work with students instead of the "fluff" that we sometimes leave for subs.
- Use CPT time, especially if you share students.
- Work within your schedule to snatch a single class.
- When there was a building based CSE meeting or meeting out of the building, my principal would send the sub to our classroom if there was "extra" time left beyond that meeting so that I could then spend time with my intern (who was in our building). It obviously couldn't be planned but ended up being very valuable! My principal was well aware that I wasn't released, knew I was using my lunch and planning time already and wanted to think of ways to be supportive.
- In some cases when interns and mentors literally teach during the same times it can be stressful to find observation time without taking too much time away from our own classroom. I wonder if perhaps videotaping or co-mentors could be used as alternatives (minimally but as needed).
- Meeting outside of/away from actual school day
- Observations must be purposeful
- Have the intern visit the mentor at their site to observe modeling.
- Great ideas are listed above! I struggled with this the first half of my first year being a mentor and everyone's suggestions were fantastic which led me to an even more successful second half of the year once I had a system in place that I found worked for both my intern and myself!
- Saturday Starbucks
- I like the ideas listed, especially some of the ideas that include pairing a half day sub with another mentor!