**Nov Feb Other** Panel Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Career In Teaching***

**Librarian Intern Status Report**

Intern’s Name: \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade/Subject Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observation Dates/Times**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conference Dates**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective:** Performance meets or exceeds professional expectations for interns.

**Developing:** Performance continues to improve in areas indicated.

**Ineffective:** Performance needs improvement in areas indicated.

***Planning and Preparation***

*Demonstrates knowledge of literature and current trends in library/media practice. Demonstrates knowledge of the school’s program. Establishes goals for the library program. Plans the library program integrated with the overall school program. Develops a plan to evaluate the library program.*

\_\_\_\_Effective \_\_\_\_Developing \_\_\_\_Ineffective

***The Library Environment***

*Creates an environment of respect and rapport. Establishes a culture for investigation and love of literature. Establishes and maintains library procedures. Manages student behavior. Organizes physical space to enable smooth flow.*

\_\_\_\_\_\_Effective \_\_\_\_\_\_Developing \_\_\_\_\_\_Ineffective

***Delivery of Service***

*Maintains and extends the library collection in accordance with the school’s needs and within budget limitations. Collaborates with teachers in the design of instructional units and lessons. Engages students in enjoying literature and in learning information skills. Assists students and teachers in the use of technology in the library. Demonstrates flexibility and responsiveness.*

\_\_\_\_Effective \_\_\_\_Developing \_\_\_\_Ineffective

***Professional Responsibilities***

*Reflects on practice. Prepares and submits reports and budgets. Communicates with the larger community. Participates in a professional community. Engages in professional development. Shows professionalism.*

\_\_\_\_Effective \_\_\_\_Developing \_\_\_\_Ineffective

Mentor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Intern may attach a response or comments. Please return form* ***underseal*** *to Mentor Program Coordinator, CIT Office*