



## STEFAN'S NOTES on WRITING INTERN STATUS REPORTS

- Keep in mind the **dual purpose of the Intern Status Report**:
  - to reinforce feedback **for your Intern** about the strengths and challenges you have identified and the aspects of practice that you will focus on in your work together going forward, and
  - to provide the **CIT Governing Panel** with evidence of the Intern's strengths, challenges, and progress.
- Intern Status Reports should draw from your notes and feedback with **specific examples to illustrate the Intern's progress**. This evidence should **align with the four domains** in the *Danielson Framework for Teaching*.
- The report should **reflect the ongoing work** you have done with your Intern—a summation of feedback and goal-setting leading up to the report with **no surprises for your Intern**. If this is the second Intern Status Report, it should include specific evidence of **growth since the first report**.
- **You must provide time to review the Status Report at length with your Intern**. You must not simply give the report to your Intern to sign. This learning-focused conversation is essential to effective mentoring. Make sure you both sign the report.
- **Be honest** with your feedback and when you assign ratings. Check **rubric language** in determining these ratings, and make sure to **provide evidence to support the rating you select**. Remind the Intern that the Status Report is **not** and is **not part of the Intern's APPR**. We expect our Interns to be "Developing" in some (if not all) domains. An "Effective" rating indicates effective practice in all components of that domain.
- The report is an opportunity to provide some **relevant context** to better understand the Intern's strengths and challenges, but keep this to a minimum. Clear illustrations of practice are more important.
- Ask yourself: if a discussion about this intern is brought to the CIT Governing Panel, does this report include enough information for the Panel to make a recommendation? Does this report clearly demonstrate for the intern his or her strengths and the areas of practice that need additional work?
- The **Intern Report on Mentor** is also due with the Intern Status Report and should be completed by the Intern and signed by both the Mentor and Intern.
- All reports **should be submitted as signed PDF files using the [CIT Mentor Report Inbox Form](#)**.
- Contact Stefan if you have not had sufficient opportunity to observe your Intern and need a **deadline extension**, or if you are **noticing signs of an Intern in trouble** (domains or components that are persistently ineffective).

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