

CIT End-of-Year INTERN FINAL REPORTS & REVIEW OF RECORDS

*****With Special 2020 Instructions for Covid-19 School Closure*****

If you are working with Interns, your CIT Panel Contact will schedule your **Review of Records** meeting in late May or early June to discuss your Intern Final Reports and to review your mentor paperwork. Please arrange for a mutually convenient time to meet. (If you were assigned to support an Intern after the school year began — “off cycle” — I will contact you directly about your timeline.)

The Review of Records is an informal dialogue about the process you use to monitor and document your Intern’s progress. It allows time to discuss your recommendations for your Interns, and it is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. This meeting should be a pleasant, satisfying way to close out your mentoring year.

To prepare for this meeting, use the “*End of Year Checklist*” (see below, or find at the CIT Website Mentor Resources page: www.rcsdk12.org/CIT/Resources). It describes what to bring with you, which items you need to hand in, and which items you need to show, but not submit. See below for guidance in writing your **Intern Final Reports**. Refer questions to [Stefan](#). Enjoy!

If you are only supporting teachers with Professional Support, a Review of Records is not required. Please submit the Professional Support Semester Report, Mentor Calendar Google Sheet, and PD Log directly to the CIT Office (or email to CIT@rcsdk12.org).

*****Due to the Covid-19 School Closure, the CIT Governing Panel will be flexible about the timely completion of the Review of Records discussions.*****

- Remote conferences (using Zoom, Microsoft Teams, Google Meet, etc.) are encouraged in order to maintain recommended physical distancing.
- Intern Final Reports should be completed and reviewed with your Interns prior to your Review of Records meeting. See the “*End of Year Checklist*” for details.
- *****To ensure that your recommendations are timely, please also submit your Intern Final Reports as email attachments to CIT@rcsdk12.org by June 12, 2020 (at the latest).*****
- If unable to scan signed copies, in lieu of signatures please indicate in the body of the email the date and method (via phone, via Zoom, via FaceTime, etc.) of your discussion with your Intern.

You can find blank forms, guidelines, a checklist, and sample reports by scrolling down to “End-of-Year Forms” on the CIT Mentor Resources page: www.rcsdk12.org/CIT/resources.

See the following pages for:

Some Guidelines for Writing CIT Intern Final Reports (page 2)

End of Year Checklist (page 3)

Sample CIT Governing Panel Review of Written Records Form (page 4)

(to be completed by CIT Governing Panel Contact)



Some Guidelines for Writing CIT Intern Final Reports:

You can find **blank forms** and **sample reports** by scrolling down to “End-of-Year Forms” on the CIT Mentor Resources page: www.rcsdk12.org/CIT/resources.

- Part A of your Intern Final Report should ***open with a clear recommendation for continued employment***.
 - “Highly Recommend” indicates the exceptional Intern who stands out from other new teachers based on the Intern’s significant impact on students, strong work ethic, effective teaching practices, professional growth, and positive contributions to the district. This is the Intern that we would hate to lose, and that we want to make every effort to keep.
 - “Recommend” indicates that the Intern is doing a good job, shows solid growth and potential, and has met professional standards that merit “effective” ratings. We are happy to retain this Intern as a colleague.
 - “Not Recommend” will already have been discussed prior to writing this report.
- Include the number of observations and conferences that form the basis for your recommendation (refer to samples). If relevant, you could include brief context about the teacher’s previous teaching experience.
- Make the case for continuation (or not). What makes the Intern a positive addition to the district (or not)? Describe the Intern’s potential for ongoing contributions to the district. How has this Intern had an impact on students? How does this Intern relate to students, colleagues, and families? When applicable, you could include the value (if relevant) of the teacher’s previous experience.
- You should describe the Intern’s growth and strengths, but also be sure to include any ongoing challenges and professional development needs.
- Be guided by the Danielson rubrics (but avoid a component-by-component accounting). This is a summative review, and while it should describe specific strengths and weaknesses, it does not require the detailed examples that you used as evidence in your Intern Status Reports.
- Part B can be a bulleted list of ways you supported your Intern (refer to samples).
- You need to go over the report with your Intern and ***obtain signatures*** prior to your Review of Records meeting with your CIT Panel Contact.

Refer to the “***End of Year Checklist***” below and at the CIT Mentor Resources page: www.rcsdk12.org/CIT/resources. It describes what to bring with you, which items you need to hand in, and which items you need to show, but not submit.

Refer questions to [Stefan](#). Enjoy!



CIT END-OF-YEAR CHECKLIST

If you are working with Interns, you should hear soon from your CIT Panel Contact to schedule your Review of Records. Please arrange for a mutually convenient time to meet. The Review of Records is an informal dialogue about the process you use to monitor and document your Intern's progress. It allows time to discuss your recommendations for your Interns. It is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. (Sample form on back of this page.) This meeting should be a pleasant, satisfying way to close out your mentoring year.

Submit the following items at your Review of Records meeting:

- Interns' Final Reports, signed by you and your Interns.
(If you can, send reports to your Panel Contact (unsigned is fine) as an email attachment in advance of your meeting. Then bring a hard copy with signatures to submit. Make sure to keep a copy for yourself.)
- Mentor Calendar from the CIT Google Classroom Google Sheet
Please print out a copy to turn in (be careful to select the number of pages to print), or you may prefer to share it with your Panel Contact from your laptop/tablet/phone.

If you track your email correspondence separately, you may wish to bring a printed list of email (instructions for that here: [Print a list of messages from Outlook¹](#)) or you can show your Panel Contact your correspondence on your computer (don't print out every email).
- Mentor PD Log (written or typed list of PD you attended this year)
You can send along a TrueNorthLogic transcript once that is available.

Bring to show, but DO NOT SUBMIT, at your Review of Records meeting:

- Intern Log (spiral notebook or equivalent).
See note above about email correspondence.
- Observation/Conference Feedback
For example, the Collaborative Mentor-Intern Feedback Forms, or other written feedback.
- Copies of Status Reports, Intern Reports on Mentor, Peer and Panel Observation Reports, and any other relevant paperwork.

Please keep all paperwork filed somewhere safe for three years.

All of the forms attached (and other useful documents) can be found at the CIT Website Resources page: www.rcsdk12.org/CIT/Resources .

¹ Hyperlink to <https://support.office.com/en-us/article/Print-a-list-of-messages-contacts-or-tasks-e711ccd9-240f-4800-8ed7-ccfd587af61d> .

This is being shared so you know what to expect at the Review of Records meeting. You are not expected to complete this on your own ahead of time.

Career In Teaching Program - Review of Written Records
Note: This review is to be completed by a CIT Panel Member for inclusion in the CIT file.

Lead Teacher Assigned as Mentor _____ Date of Review _____

Reviewed by _____

Records	Comments
Calendar <i>*submit to Panel Member</i>	<input type="checkbox"/> Printed and Submitted today. <input type="checkbox"/> Updates monthly on CIT Google Classroom. <input type="checkbox"/> Will update by _____. <input type="checkbox"/> Was unaware of requirement or unable to complete.
Mentor Log (Mentor's green spiral or equivalent, notes, correspondence, etc.)	
Written Feedback for Intern (Feedback forms, etc.)	
Copies of Intern Status Reports, Intern Reports on Mentor, and Status Report Reviews	<input type="checkbox"/> Complete and Submitted <input type="checkbox"/> Missing Items (explanation) <input type="checkbox"/> Organized Record-keeping
Professional Development Log <i>(Workshops attended and/or presented)</i> <i>*submit to Panel Member</i>	<input type="checkbox"/> Mentor PD Log Total Hours _____ Notes on Mentor PD: Attach PD Log to this form.
Panel Observation	<input type="checkbox"/> Conducted by _____ Date: _____ <input type="checkbox"/> Not conducted (explanation)
Peer Observation	<input type="checkbox"/> Conducted by _____ Date: _____ <input type="checkbox"/> Not conducted (explanation)
Mentor Self-Assessment (for New Mentors only) <i>*submit to Panel Member</i>	<input type="checkbox"/> Submitted today <input type="checkbox"/> Already sent to CIT <input type="checkbox"/> Will send to CIT by June 15 th
Intern Final Reports <i>*submit to Panel Member</i>	<input type="checkbox"/> Reports Ready to Review <input type="checkbox"/> Missing Reports (explanation)
Other Comments	

Quality of Written Records

Proficient Needs Improvement

CIT Reviewer's Signature: _____ Date _____

LT/Mentor's Signature: _____ Date _____

A LT-Mentor may attach a written response to this form. Please return signed form to CIT Office, CO-2.