

Mentor/Mentee Log

First Quarter

Please check all activities accomplished, and list the date it occurred on the form below.

We:	Date
<input type="checkbox"/> Met and got acquainted	_____
<input type="checkbox"/> Developed collegial relationship (continue to monitor progress)	_____
<input type="checkbox"/> Discussed Professional Development Plan (PDP/In-service Hours)	_____
<input type="checkbox"/> Discussed Unit of Instruction/Student Learning Objective (SLO) Plan	_____
<input type="checkbox"/> Set up weekly/biweekly meeting time	_____
<input type="checkbox"/> Shared resources	_____
<input type="checkbox"/> Scheduled date to observe in mentor's class	_____
<input type="checkbox"/> Scheduled date to observe mentee	_____
<input type="checkbox"/> Discussed what we observed in each other's class	_____
<input type="checkbox"/> Discussed teacher evaluation	_____
<input type="checkbox"/> Discussed preparation for first quarter grades and parent-teacher conferences	_____
<input type="checkbox"/> Scheduled meetings/in-service for this year (Beginner Teacher Assistance Program)	_____
<input type="checkbox"/> Held question/answer period	_____

Signatures verify that we have accomplished the activities checked off above.

Mentor

Mentee

Please give a copy to the principal and the PDC chairperson.

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Second Quarter

Please check all activities accomplished, and list the date it occurred on the form below.

We:	Date
<input type="checkbox"/> Finalized Professional Development Plan (PDP) and make copies for both of us and the principal	_____
<input type="checkbox"/> Finalized Unit of Instruction/Student Learning Objective (SLO) Plan	_____
<input type="checkbox"/> Met for informal discussion (in the hall and at lunch)	_____
<input type="checkbox"/> Celebrated together by _____	_____
<input type="checkbox"/> Talked about first quarter grades and parent-teacher conferences	_____
<input type="checkbox"/> Discussed classroom problems and strategies to solve problems	_____
<input type="checkbox"/> Discussed teacher evaluation	_____
<input type="checkbox"/> Scheduled and observed each other teach	_____
<input type="checkbox"/> Discussed what we observed in each other's class	_____
<input type="checkbox"/> Met with principal to discuss how things are going	_____
<input type="checkbox"/> Discussed professional development opportunities	_____
<input type="checkbox"/> Scheduled a time to observe another teacher in his/her classroom	_____

Signatures verify that we have accomplished the activities checked off above.

Mentor

Mentee

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Third Quarter

Please check all activities accomplished, and list the date it occurred on the form below.

We:	Date
<input type="checkbox"/> Continued informal contact (hallway/lunch)	_____
<input type="checkbox"/> Reviewed Professional Development Plan (PDP/In-service Hours)	_____
<input type="checkbox"/> Implemented and reviewed Unit of Instruction/Student Learning Objective (SLO) Plan	_____
<input type="checkbox"/> Reviewed attendance at building/district events	_____
<input type="checkbox"/> Scheduled third observation of mentee and discussed what was observed	_____
<input type="checkbox"/> Discussed a new/innovative teaching strategy	_____
<input type="checkbox"/> Evaluated relationship of mentor/mentee	_____
<input type="checkbox"/> Celebrated by _____	_____
<input type="checkbox"/> Scheduled a time to observe another teacher in his/her classroom	_____

Signatures verify that we have accomplished the activities checked off above.

Mentor

Mentee

Please give a copy to the principal and the PDC chairperson.

Mentor/Mentee Log

Fourth Quarter

Please check all activities accomplished, and list the date it occurred on the form below.

We:	Date
<input type="checkbox"/> Finalized Professional Development Plan (PDP) and give a copy to the principal and the PDC chairperson	_____
<input type="checkbox"/> Finalized Unit of Instruction/Student Learning Objectives (SLO) Plan	_____
<input type="checkbox"/> Finalized Log of Professional Development Activities Form, give a copy to the principal and the PDC chairperson	_____
<input type="checkbox"/> Set Professional Development Plan (PDP) goals for next year	_____
<input type="checkbox"/> Discussed end of the school year procedures (requisitions, inventory, awards, etc.)	_____
<input type="checkbox"/> Evaluated the program	_____
<input type="checkbox"/> Celebrated/recognized accomplishments	_____

Signatures verify that we have accomplished the activities checked off above.

Mentor

Mentee

Please give a copy to the principal and the PDC chairperson.