

**Teacher Orientation and Preparation Program**  
**Mentor Feedback of Intern's Grade Book/System and Lesson Plans**  
*All interns in all assignments must complete this form.*

Intern's Name: \_\_\_\_\_

Certificate Area: \_\_\_\_\_

Lesson plans for the week of \_\_\_\_\_ were reviewed.

***Mentors: Please respond to the following questions concerning the intern's lesson plans and grade book. For interns working in Special Education IEP progress, contact hours and modification documentation should be considered when necessary.***

1. What are the campus expectations for preparing lesson plans and keeping a grade book?

\_\_\_\_\_

A. List evidence of how the intern is consistent in meeting campus expectations in the lesson plans.

\_\_\_\_\_

B. If inconsistent, what steps will be implemented to assist the intern in preparing lesson plans?

\_\_\_\_\_

2. What are the district-mandated grading procedures and are they evident in the intern's grade book/grading system?

\_\_\_\_\_

A. List evidence of how the intern is consistent in meeting campus expectations in the grade book/grading system.

\_\_\_\_\_

B. If inconsistent, what steps will be implemented to assist the intern in preparing his/her grade book?

\_\_\_\_\_

3. What modifications are reflected in the lesson plans that address the education of students with special needs?

\_\_\_\_\_

4. What might the intern consider to enhance their lesson plans and grading system?

\_\_\_\_\_

\_\_\_\_\_  
*Mentor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Intern's Signature*

\_\_\_\_\_  
*Date*

***Due in the TOPP office by November 1, 2014 or by the end of Month 2 of Internship.***

**Scan and email to [toppstaff@esc20.net](mailto:toppstaff@esc20.net), turn in to the office or fax to TOPP at 210-370-5755.**