**Intern / Mentor Tracking Sheet**

This sheet is to be turned in by the mentor at the end of the school year or as soon as all requirements are completed. It will be used to monitor completion of requirements and trigger subsequent payment of both intern and mentor.

|  |  |
| --- | --- |
| Intern | Click or tap here to enter text. |
| Mentor | Click or tap here to enter text. |
| School Year | Click or tap here to enter text. |

Intern and Mentor attended opening Teacher Orientation and Pizza Social 5:00 -7:00pm on first Friday of Fall Semester:

[ ]  Intern

[ ]  Mentor

|  |  |  |
| --- | --- | --- |
| Dates: | Click or tap here to enter text. | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |  |
| Date: | Click or tap here to enter text. |  |

Studio Interns:

[ ]  Observed at least 2 complete lessons of their mentor’s teaching.

[ ]  Participated in at least 1 studio class with their mentor.

[ ]  Observed at least one ECMS recital.

Classroom and ensemble intern:

[ ]  Participate in at least 1 class/rehearsal with their mentor.

[ ]  Theory interns will participate in bi-weekly meeting with the Theory Chair.

All Interns:

[ ]  Maintain all of their students on a group email list for regular contact.

[ ]  Should become familiar with all aspects of the ECMS.

|  |  |  |  |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

All Mentors will:

[ ]  Maintain regular contact with their interns.

[ ]  Observe at least one lesson or class or ensemble. Dates:

|  |  |
| --- | --- |
| Mentor Signature | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Intern Signature | Click or tap here to enter text. |