

**Document 4:**

**INTERN / MENTOR PROGRAM TRACKING SHEET – to be completed during the first 2 years of employment**

See attached electronic version of this document

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 \_\_\_\_\_

Mentor \_\_\_\_\_

School Year \_\_\_\_\_

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

☐ Intern

☐ Mentor

Studio Interns:

☐ Observed at least 2 complete lessons of their mentor's teaching. Dates: \_\_\_\_\_

☐ Participated in at least 1 studio class with their mentor. Date: \_\_\_\_\_

☐ Observed at least one ECMS recital. Date: \_\_\_\_\_

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 Mentors will:

☐ Maintain regular contact with their interns

☐ Observe at least one lesson or class or ensemble. Dates: \_\_\_\_\_

Intern Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Intern Observation notes (please use provided space or attach separate document)

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