**PDS Mentor Checklist**

Please assist with your PDS Interns completion and direction of each item as the semester continues. This checklist will assist in your PDS Interns growth and development as they stay on track throughout the duration of the semester. This list includes many important dates, assignments, and conversations which will help you be successful in your pre-student teaching clinical semester

**Prior to school year starting**

\_\_\_ 1. Allow your PDS intern to attend pre-service institute days with you

\_\_\_ 2. Asist with PDS intern acquiring building keys, name badge, copy machine/process, internet and email access, and parking

\_\_\_ 3. Help your PDS intern Introduce themselves to department, faculty, and staff

\_\_\_ 4. Assist with introductions to building “glue team” (secretaries, custodians, lunch staff, resource officer)

\_\_\_ 4. Help set up/assign a “work station/area” in a classroom or department for your PDS intern

\_\_\_ 5. Take your PDs intern on a tour of the school looking for (library, media center, guidance counselor, administration office, gym, teachers work room, mailbox)

\_\_\_ 6. Explain the cafeteria/eating area

\_\_\_ 7. Have a conversation about the school’s technology capabilities

\_\_\_ 8. Please assist the PDS intern with for class rosters to begin the process of name recognition

\_\_\_ 9. Explain any necessary advice regarding school/classrooms rules, student handbook, faculty handbook. Become aware of your “teacher presence”

**First Two Weeks of School Semester**

\_\_\_ 1. Illinois State University is not in session yet, you should expect your PDs intern to be at your school as much as possible to observe all classes and meet students.

\_\_\_ 2. Allow your PDS intern to introduce themselves to students and give some background to who you are/what you are doing

\_\_\_ 3. Advocate for your PDS intern to search out conversations with a teacher who is not your mentor teacher and not from your content area

\_\_\_ 4. Assist your PDS intern with school’s administration team introductions and let them know who they are working with and in what subject area. Ask questions pertaining to expectations and school environment.

\_\_\_ 5. Please Discuss parent contact email/phone interactions with your PDS intern

\_\_\_ 6. Help the PDS intern get creative when searching out an activity/club of interest and discussing the “inner workings” of the club with the sponsor (participate/volunteer if you want)

\_\_\_ 7. Assist with Introductions with the special education team and learn what students you may have interactions with in class needing additional services

\_\_\_ 8. Have a conversation about observation guidelines. When the PDs intern may begin to help with creating/administering activities, small group work activities, classroom involvement

\_\_\_ 9. Discuss the school’s discipline policy, referral and detention documentation for understanding

\_\_\_ 10. Help the PDS intern continue efforts to develop their teacher identity within both the classroom and school environment. This will set them on the correct path to establishing your teacher voice.

**During the semester**

\_\_\_ 1. Create a schedule for your PDS intern to attend parent/teacher conferences with mentor teacher

\_\_\_ 2. Attendance in-service days when schedule permits with PDS intern

\_\_\_ 3. Allow PDS intern to attend IEP/504 student plans when necessary

\_\_\_ 4. Continue to develop a co-teaching method for activities, assignments, and group work when time permits in class

\_\_\_ 5. Help Identify 3-Day microteaching topics/dates with PDS intern and TCH 216/219 instructor the week of Sept 9-13

\_\_\_6. Complete a Summative Evaluation of PDS intern by the end of the semester

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