

MENTORING LOG

The format for log entries *is standard* throughout the system. A *template, listed under “For Faculty”, can be found at the FPS website.*

All entries should include the following information:

- Names of mentor/novice
- Date/time
- Length of meeting
- Topic discussed
- Activity/focus
- Observations (*when applicable*)

The mentoring log is the documentation that the mentor needs in order to receive compensation. If the mentor has any questions about log format or content s/he should discuss any questions with the building liaison.

The example below illustrates how this format may be developed.

Teacher Mentoring Program

Teacher novice:

Dates:

Mentoring teacher:

<u>Date</u>	<u>Time</u>	<u>Topics Discussed</u>
1/24/01	2:30 – 3:30	Reviewed schedules to determine best time for meeting Discussed areas of concern and assessed needs within classrooms Answered questions related to new IEP software
1/31/01	2:20 – 4:00	Discussed reading strategies to be applied within small group instruction Whole class versus small group instruction How can we work on objectives in reading within the classroom? Discussion of reading instruction
2/9/01	2:20 – 3:15	Looked at individual IEP's Discussed concerns and specific needs of individual students How can these needs be met in the classroom?
2/16/01	2:25 – 3:30	Reviewed behavior charts and programs for specific behavior needs Examined behavior programs used from last year Reviewed Storyface Map; showed the article and discussed strategy
3/2/01	2:20 – 3:30	Shared information regarding MCAS testing Discussed accommodations and amendments for IEP's
3/16/01	2:30 – 3:00	Continued discussion of specific students and needs during MCAS Looked at books on tape
3/23/01	2:30 – 3:30	Developed strategies for writing and solving math word problems

