

## MENTOR & LIAISON UNIT FEEDBACK FORM

<b>Intern name:</b>	<b>Unit title:</b>
<b>Evaluator name:</b>	<b>Unit subject area:</b>
<b>Date:</b>	<b>Duration of unit:</b>

	<u>Target</u> criteria for area	Comments/Feedback in this area
<b>Lesson Plans</b>	<ul style="list-style-type: none"> <li>Plans are detailed and thorough</li> <li>All required components are included (objectives, materials, procedures, assessment)</li> <li>Contingencies are made for different students and multiple situations</li> </ul>	
<b>Content</b>	<ul style="list-style-type: none"> <li>Activities directly reflect stated objectives and address state performance standards</li> <li>Activities reflect clear understanding of student developmental levels</li> <li>Activities are creative, meaningful and student-centered</li> </ul>	
<b>Implementation</b>	<ul style="list-style-type: none"> <li>Majority of lessons were taught successfully</li> <li>Modifications were made to accommodate student needs and interests</li> <li>Delivery was engaging</li> <li>All necessary materials were prepared in advance and were of high quality</li> </ul>	
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Assessment tools measure progress towards meeting stated goals and performance standards</li> <li>Both informal and formal assessment is included</li> <li>Student work samples are collected and examined carefully to determine further course of instruction</li> </ul>	
<b>Reflection</b>	<ul style="list-style-type: none"> <li>Intern made thoughtful and constructive daily notes during implementation of unit</li> <li>Intern "debriefed" lessons with mentor and/or liaison and responded appropriately to feedback</li> <li>Oral reflections with mentor and liaison are open and productive</li> </ul>	
<b>Presentation &amp; Timeliness</b>	<ul style="list-style-type: none"> <li>All components of unit are typed and turned in to required people by requested deadlines</li> <li>Unit is comprehensive and easy to follow</li> </ul>	

General comments on unit implementation:

**The evaluator DID or DID NOT (circle one) have time to discuss this feedback with the intern.**  
*Please return this form to the Elementary Programs department (fax #474-5451) or bring it to a mentor/intern Monday seminar.*