

Intern Support and Supervision Program

Intern and Mentor Annual Roadmap

The Pathway to Professional Growth

In collaboration with their University Intern program and school district, Interns in the North Coast School of Education's (NCSOE) Intern Support and Supervision Program receive guidance and support from a trained and experienced Mentor who focuses on effective feedback strategies and building trusting relationships.

Mentors play a critical role in the Intern's success. Their individualized coaching and "just in time" support are essential in guiding Interns through the process of deepening the teaching practice of the Teacher Performance Expectations (TPE).

NCSOE supports Mentors by providing standards-based training grounded in theoretical research throughout the year that builds upon the Mentor's knowledge and skills. Through a mentoring-based program and the use of a continuous improvement cycle, NCSOE guides Mentors through the process of developing and refining their skills.

The visual below provides a representation of the journey through Kolb's (1984) theoretical and experiential learning framework and includes the basic program requirements that are explained more fully in the Overview.





NORTH COAST SCHOOL OF EDUCATION

INTERN SUPPORT & SUPERVISION PROGRAM (ISSP) ANNUAL SUMMARY OVERVIEW



Intern Responsibilities

Activities	Due Date
<input type="checkbox"/> Create/update NCSOE account @ www.ncsoe.org	ASAP
<input type="checkbox"/> Register for and attend NCSOE Orientation <i>(if you did not already receive one through your Intern Program)</i>	ASAP
<input type="checkbox"/> Complete signed Intern Agreement and upload to your NCSOE account	ASAP
<input type="checkbox"/> Complete your first observation of a colleague <i>(Recommended twice a year; optional)</i>	When possible
<input type="checkbox"/> Complete your first pre-observation conference, classroom observation, and post-observation with your Mentor <i>(Required twice a year)</i>	11/30
<input type="checkbox"/> Complete weekly on-site conversations and reflections with your Mentor and record on your Support & Supervision Log located on your NCSOE profile page	End of each month
<input type="checkbox"/> Schedule and attend a Mid-Year Check-In with Site Administrator and Mentor	2/26
<input type="checkbox"/> Complete your second observation of a colleague <i>(Recommended twice a year; optional)</i>	When possible
<input type="checkbox"/> Complete second pre-observation conference, classroom observation, and post-observation with your Mentor <i>(Required twice a year)</i>	4/23
<input type="checkbox"/> Register for and attend an NCSOE Sharecase <i>(Optional for Intern; required for Mentor)</i>	April

Mentor Responsibilities

Activities	Due Date
<input type="checkbox"/> Create/update NCSOE account @ www.ncsoe.org	ASAP
<input type="checkbox"/> Complete “The Launch”, required online training in Canvas (Mentor Network Course)	ASAP
<input type="checkbox"/> Register for and attend and NCSOE Orientation	ASAP
<input type="checkbox"/> Register and attend Mentor Academy classes (3 per year)	Throughout the year
<input type="checkbox"/> Complete the first-half of the Mentor Self-Assessment in Canvas	10/30
<input type="checkbox"/> Complete your first pre-observation conference, classroom observation, and post-observation with your Intern and upload observation document in Canvas (ISSP Course - <i>Required twice a year</i>)	11/30
<input type="checkbox"/> Complete weekly on-site conversations and reflections with your Intern	Weekly
<input type="checkbox"/> Schedule and attend a Mid-Year Check-In with Site Administrator and Intern	2/26
<input type="checkbox"/> Complete second pre-observation conference, classroom observation, and post-observation with your Intern and upload observation document in Canvas (ISSP Course- <i>Required twice a year</i>)	4/23
<input type="checkbox"/> Complete the second-half of the Mentor Self-Assessment in Canvas (Mentor Network Course)	5/14
<input type="checkbox"/> Register for and attend NCSOE Sharecase <i>(Optional for Intern; required for Mentor)</i>	April

Requirements may vary depending on the time of year when entering the program; contact Program Lead for deadlines.