



**Niagara Falls City School District
Mentor Teacher Internship Program**

Mentoring Calendar and Calendar Codes

2018-19

Please utilize the following letter or number codes to indicate the topics discussed during your mentoring hours and the amount of time spent at each meeting. It is recommended that you review the checklists provided in the Mentor Program Handbook for discussion topics, as well. In addition, please write “RT” on the days you utilize Release Time to collaborate, plan, or attend professional conferences, workshops and trainings. You are not limited to these topics and may add others if you wish by writing them in on your calendar. **Please submit monthly copies to the Mentor Program Coordinator.**

- A. Federal/State Regulations or Standards
- B. NFCSD Goals, Policies, Procedures
- C. Building Expectations, Policies, Procedures
 - 1. Content Knowledge
 - 2. Preparation/Pedagogy
 - 3. Instructional Delivery
 - 4. Classroom Management
 - 5. Student Development
 - 6. Student Assessment
 - 7. Collaboration
 - 8. Reflective Practice

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -September 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	Labor Day No Staff/No School	4	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	Total for Week
2	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	Total for Week
3	17 Hours: _____ Log Code: _____	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	Total for Week
4	24 Hours: _____ Log Code: _____	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____	Total for Week
						Total for Week
	Total Hours for the Month →					

Please indicate the dates used for release time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -October 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	1 Hours: _____ Log Code: _____	2 Hours: _____ Log Code: _____	3 Hours: _____ Log Code: _____	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	Total for Week
2	8 COLUMBUS DAY NO SCHOOL	9 Hours: _____ Log Code: _____	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	Total for Week
3	15 Hours: _____ Log Code: _____	16 Hours: _____ Log Code: _____	17 Hours: _____ Log Code: _____	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	Total for Week
4	22 Hours: _____ Log Code: _____	23 Hours: _____ Log Code: _____	24 Hours: _____ Log Code: _____	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	Total for Week
5	29 Hours: _____ Log Code: _____	30 Hours: _____ Log Code: _____	31 Hours: _____ Log Code: _____			Total for Week
Total Hours for the Month →						

Please indicate the dates used for release time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -November 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
				1 Hours: _____ Log Code: _____	2 Hours: _____ Log Code: _____	Total for Week
1	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	9 Hours: _____ Log Code: _____	Total for Week
2	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	16 Hours: _____ Log Code: _____	Total for Week
3	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	23 Hours: _____ Log Code: _____	Total for Week
4	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____	29 Hours: _____ Log Code: _____	30 Hours: _____ Log Code: _____	Total for Week
	Total Hours for the Month →					

Please indicate the dates used for release time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -December 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	3 Hours: _____ Log Code: _____	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	Total for Week
2	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	Total for Week
3	17 Hours: _____ Log Code: _____	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	Total for Week
	WINTER RECESS					
	Total Hours for the Month →					

Please indicate the dates used for release time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -January 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1		1 Hours: _____ Log Code: _____	2 Hours: _____ Log Code: _____	3 Hours: _____ Log Code: _____	4 Hours: _____ Log Code: _____	Total for Week
2	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	9 Hours: _____ Log Code: _____	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	Total for Week
3	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	16 Hours: _____ Log Code: _____	17 Hours: _____ Log Code: _____	18 Hours: _____ Log Code: _____	Total for Week
4	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	23 Hours: _____ Log Code: _____	24 Hours: _____ Log Code: _____	25 Hours: _____ Log Code: _____	Total for Week
5	28 Hours: _____ Log Code: _____	29 Hours: _____ Log Code: _____	30 Hours: _____ Log Code: _____	31 Hours: _____ Log Code: _____		Total for Week
Total Hours for the Month →						

BE SURE TO COMPLETE YOUR ON-LINE MTIP NEEDS ASSESSMENT SURVEY!!!

NIAGARA FALLS CITY SCHOOL DISTRICT

Name			School _____ Grade or _____ Content _____ Extension _____
	Mentor	Intern	

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = $\frac{1}{4}$; 30 minutes = $\frac{1}{2}$; 45 minutes = $\frac{3}{4}$, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -February 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1					1 Hours: _____ Log Code: _____	
2	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	Total for Week
3	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	Total for Week
4	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	Total for Week
5	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____		Total for Week
	Total Hours for the Month →					

Please indicate the dates used for release time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name			School _____
	Mentor	Intern	Grade or _____
			Content _____
			Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -March 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1					1 Hours: _____ Log Code: _____	Total for Week
2	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	Total for Week
3	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	Total for Week
4	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	Total for Week
5	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____	29 Hours: _____ Log Code: _____	Total for Week
	Total Hours for the Month →					

Please indicate the dates used for Release Time.

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = $\frac{1}{4}$; 30 minutes = $\frac{1}{2}$; 45 minutes = $\frac{3}{4}$, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -April 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	1 Hours: _____ Log Code: _____	2 Hours: _____ Log Code: _____	3 Hours: _____ Log Code: _____	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	Total for Week
2	8 Hours: _____ Log Code: _____	9 Hours: _____ Log Code: _____	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	Total for Week
3	15 Hours: _____ Log Code: _____ S	16 Hours: _____ Log Code: _____ P	17 Hours: _____ Log Code: _____ R	18 Hours: _____ Log Code: _____ I	19 Hours: _____ Log Code: _____ N G	Total for Week
4	22 Hours: _____ Log Code: _____ B	23 Hours: _____ Log Code: _____ R	24 Hours: _____ Log Code: _____ E	25 Hours: _____ Log Code: _____ A	26 Hours: _____ Log Code: _____ K	Total for Week _____
5	29 Hours: _____ Log Code: _____	30 Hours: _____ Log Code: _____				
Total Hours for the Month →						

Please indicate the dates used for release time

NIAGARA FALLS CITY SCHOOL DISTRICT

Name School _____
Mentor Intern Grade or _____
Content _____
Extension _____

Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -May 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1			1 Hours: _____ Log Code: _____	2 Hours: _____ Log Code: _____	3 Hours: _____ Log Code: _____	Total for Week
2	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	9 Hours: _____ Log Code: _____	10 Hours: _____ Log Code: _____	Total for Week
3	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	16 Hours: _____ Log Code: _____	17 Hours: _____ Log Code: _____	Total for Week
4	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	23 Hours: _____ Log Code: _____	24 Hours: _____ Log Code: _____	Total for Week
5	27 Memorial Day	28 Hours: _____ Log Code: _____	29 Hours: _____ Log Code: _____	30 Hours: _____ Log Code: _____	31 Hours: _____ Log Code: _____	Total for Week
Total Hours for the Month →						

Please indicate the dates used for release time

NIAGARA FALLS CITY SCHOOL DISTRICT

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Intern Year: 1 _____ (2 hours/week) 2 _____ (1.5 hours/week) 3 _____ or 3+ _____ (1 hour/week)

Note: Please record the dates/times of collaboration (Ex. 15 minutes = ¼; 30 minutes = ½; 45 minutes = ¾, etc.), along with the appropriate log codes listed on the cover page of this packet. Both weekly and final total hours for the month should be indicated in the spaces provided.

Mentoring Calendar -June 2019						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	3 Hours: _____ Log Code: _____	4 Hours: _____ Log Code: _____	5 Hours: _____ Log Code: _____	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	Total for Week
2	10 Hours: _____ Log Code: _____	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	Total for Week
3	17 Hours: _____ Log Code: _____	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	Total for Week
4	24 Hours: _____ Log Code: _____	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____	Total for Week
	Total Hours for the Month →					

BE SURE TO HAND IN ALL OF YOUR MTIP CALENDARS and FINAL PROGRAM EVAL SURVEY!!!