



Newark Teacher Induction Program

Sample Mentor Log

The **Mentor Log** uses the language from Program Preconditions 4. It is completed by the mentor for the purpose of documenting interactions with the candidate. This may be a valuable tool to record insights, questions, areas for further investigation, etc. It also serves as a confidential communication tool between the mentor and program director. Per Precondition 3 for Teacher Induction Programs, this log also verifies that each candidate **receives an average of not less than one hour per week of individualized support/ mentoring coordinated or provided by the mentor**. Mentors complete this log for every interaction with their candidate. This is reviewed by the program director monthly and provides feedback which may include suggestions, commendations and / or questions. *Review date: End-of-the Month*

Instructions: Put an X on the type of interaction and record important notes in the table below.

Name of Candidate										Mentor's Name			Mentoring Mins: ____		
Date	# Min	Just-in Time	Enduring CSTP Skills	Modeling	Reflect on Practice	Analyze Data	Guide/ Modify ILP	Connect to Resources	Observation	In Person	Via Tech	Consult			
Week 1	60														
Week 2	60														
Week 3	60														
Week 4	60														
Total	240														
Date		Record important notes from each interaction								Director's Feedback					
Week 1															
Week 2															
Week 3															
Week 4															

The Mentor Log is delivered via *Google Sheet* to each Induction Mentor. Each mentor receives a file with ten spreadsheets, one for each of the months from August to May.

This document was created to address the following requirements and purposes:

1. Mentors log each interaction with their Induction Candidate. This log confirms evidence to the Induction standard “each candidate receives an average of not less than sixty minutes or mentoring each week.” (Purple) *per Induction Precondition 4.*



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2. Mentors indicate the type of mentoring provided. (Green). This also helps the mentor monitor their own skills development which they reflect on in the *Mentor Descriptions of Practice*.
3. Is mentoring “coordinated or direct”? (Blue) This is in response to *Induction Standard 3*.
4. By including notes about the interaction (Orange) the program director is informed of the activities the mentors and their candidates engage in. It offers an opportunity to provide additional support, resources or guidance. Often the notes section also contains questions, requests from the mentors and specific information to the program director.
5. This document also is the platform for the program director to provide “formative feedback to mentors” *per Induction Standard 4*
6. As a spreadsheet, the time in minutes the mentor interacts with the candidate is calculated automatically & the total time in minutes per month is indicated. This data is also evidence for the stipend request for each mentor. Stipends are paid in December and June.