



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

# **Mentoring Calendar and Calendar Codes**

## **2017-18**

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 Kathy Urban, Mentor Program Coordinator at Gaskill Prep.**

- 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 =  $\frac{1}{4}$ ; 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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -September 2017						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	<b>Labor Day</b> No Staff/No School	5	6 Hours: _____ Log Code: _____	7 Hours: _____ Log Code: _____	8 Hours: _____ Log Code: _____	Total for Week
2	11 Hours: _____ Log Code: _____	12 Hours: _____ Log Code: _____	13 Hours: _____ Log Code: _____	14 Hours: _____ Log Code: _____	15 Hours: _____ Log Code: _____	Total for Week
3	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	Total for Week
4	25 Hours: _____ Log Code: _____	26 Hours: _____ Log Code: _____	27 Hours: _____ Log Code: _____	28 Hours: _____ Log Code: _____	29 Hours: _____ Log Code: _____	Total for Week
						Total for Week
	<b>Total Hours for the Month →</b>					

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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -October 2017						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1	<b>2</b> Hours: _____ Log Code: _____	<b>3</b> Hours: _____ Log Code: _____	<b>4</b> Hours: _____ Log Code: _____	<b>5</b> Hours: _____ Log Code: _____	<b>6</b> Hours: _____ Log Code: _____	Total for Week
2	<b>9</b> COLUMBUS DAY NO SCHOOL	<b>10</b> Hours: _____ Log Code: _____	<b>11</b> Hours: _____ Log Code: _____	<b>12</b> Hours: _____ Log Code: _____	<b>13</b> Hours: _____ Log Code: _____	Total for Week
3	<b>16</b> Hours: _____ Log Code: _____	<b>17</b> Hours: _____ Log Code: _____	<b>18</b> Hours: _____ Log Code: _____	<b>19</b> Hours: _____ Log Code: _____	<b>20</b> Hours: _____ Log Code: _____	Total for Week
4	<b>23</b> Hours: _____ Log Code _____	<b>24</b> Hours: _____ Log Code _____	<b>25</b> Hours: _____ Log Code _____	<b>26</b> Hours: _____ Log Code _____	<b>27</b> Hours: _____ Log Code _____	Total for Week
5	<b>30</b> Hours: _____ Log Code: _____	<b>31</b> Hours: _____ Log Code: _____				Total for Week
	<b>Total Hours for the Month →</b>					

Please indicate the dates used for release time.

# NIAGARA FALLS CITY SCHOOL DISTRICT

<b>Name</b>			<b>School</b> _____
	<b>Mentor</b>	<b>Intern</b>	<b>Grade or</b> _____
			<b>Content</b> _____
			<b>Extension</b> _____

**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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -November 2017						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
			<b>1</b> Hours: _____ Log Code: _____	<b>2</b> Hours: _____ Log Code: _____	<b>3</b> Hours: _____ Log Code: _____	Total for Week
<b>1</b>	<b>6</b> Hours: _____ Log Code: _____	<b>7</b> Hours: _____ Log Code: _____	<b>8</b> Hours: _____ Log Code: _____	<b>9</b> Hours: _____ Log Code: _____	<b>10</b> Hours: _____ Log Code: _____	Total for Week
<b>2</b>	<b>13</b> Hours: _____ Log Code: _____	<b>14</b> Hours: _____ Log Code: _____	<b>15</b> Hours: _____ Log Code: _____	<b>16</b> Hours: _____ Log Code: _____	<b>17</b> Hours: _____ Log Code: _____	Total for Week
<b>3</b>	<b>20</b> Hours: _____ Log Code: _____	<b>21</b> Hours: _____ Log Code: _____	<b>22</b> Hours: _____ Log Code: _____	<b>23</b> Hours: _____ Log Code: _____	<b>24</b> Hours: _____ Log Code: _____	Total for Week
<b>4</b>	<b>27</b> Hours: _____ Log Code: _____	<b>28</b> Hours: _____ Log Code: _____	<b>29</b> Hours: _____ Log Code: _____	<b>30</b> Hours: _____ Log Code: _____		Total for Week
	<b>Total Hours for the Month →</b>					

Please indicate the dates used for release time.

Name 

Mentor	Intern
--------	--------

School \_\_\_\_\_  
 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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -December 2017						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1				1 Hours: _____ Log Code: _____	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
	18 Hours: _____ Log Code: _____	19 Hours: _____ Log Code: _____	20 Hours: _____ Log Code: _____	21 Hours: _____ Log Code: _____	22 Hours: _____ Log Code: _____	Total for Week
	<b>WINTER RECESS</b>					
	<b>Total Hours for the Month →</b>					

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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -January 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1		<b>2</b> Hours: _____ Log Code: _____	<b>3</b> Hours: _____ Log Code: _____	<b>4</b> Hours: _____ Log Code: _____	<b>5</b> Hours: _____ Log Code: _____	Total for Week
2	<b>8</b> Hours: _____ Log Code: _____	<b>9</b> Hours: _____ Log Code: _____	<b>10</b> Hours: _____ Log Code: _____	<b>11</b> Hours: _____ Log Code: _____	<b>12</b> Hours: _____ Log Code: _____	Total for Week
3	<b>15</b> <b>Martin Luther King Jr. Day-</b>	<b>16</b> Hours: _____ Log Code: _____	<b>17</b> Hours: _____ Log Code: _____	<b>18</b> Hours: _____ Log Code: _____	<b>19</b> Hours: _____ Log Code: _____	Total for Week
4	<b>22</b> Hours: _____ Log Code: _____	<b>23</b> Hours: _____ Log Code: _____	<b>24</b> Hours: _____ Log Code: _____	<b>25</b> Hours: _____ Log Code: _____	<b>26</b> Hours: _____ Log Code: _____	Total for Week
5	<b>29</b> Hours: _____ Log Code: _____	<b>30</b> Hours: _____ Log Code: _____	<b>31</b> Hours: _____ Log Code: _____			Total for Week
<b>Total Hours for the Month →</b>						

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

## NIAGARA FALLS CITY SCHOOL DISTRICT

<b>Name</b>			<b>School</b> _____
	<b>Mentor</b>	<b>Intern</b>	<b>Grade or</b> _____
			<b>Content</b> _____
			<b>Extension</b> _____

**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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

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

Please indicate the dates used for release time.

## NIAGARA FALLS CITY SCHOOL DISTRICT

<b>Name</b>			<b>School</b> _____
	<b>Mentor</b>	<b>Intern</b>	<b>Grade or</b> _____
			<b>Content</b> _____
			<b>Extension</b> _____

**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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

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



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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -April 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
<b>1</b>	<b>2</b> Hours: _____ Log Code: _____	<b>3</b> Hours: _____ Log Code: _____	<b>4</b> Hours: _____ Log Code: _____	<b>5</b> Hours: _____ Log Code: _____	<b>6</b> Hours: _____ Log Code: _____	Total for Week
<b>2</b>	<b>9</b> Hours: _____ Log Code: _____	<b>10</b> Hours: _____ Log Code: _____	<b>11</b> Hours: _____ Log Code: _____	<b>12</b> Hours: _____ Log Code: _____	<b>13</b> Hours: _____ Log Code: _____	
<b>3</b>	<b>16</b> Hours: _____ Log Code: _____	<b>17</b> Hours: _____ Log Code: _____	<b>18</b> Hours: _____ Log Code: _____	<b>19</b> Hours: _____ Log Code: _____	<b>20</b> Hours: _____ Log Code: _____	
<b>4</b>	<b>23</b> Hours: _____ Log Code: _____	<b>24</b> Hours: _____ Log Code: _____	<b>25</b> Hours: _____ Log Code: _____	<b>26</b> Hours: _____ Log Code: _____	<b>27</b> Hours: _____ Log Code: _____	Total for Week
<b>5</b>	<b>30</b> Hours: _____ Log Code: _____					
<b>Total Hours for the Month →</b>						

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. Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

Mentoring Calendar -May 2018						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1		<b>1</b> Hours: _____ Log Code: _____	<b>2</b> Hours: _____ Log Code: _____	<b>3</b> Hours: _____ Log Code: _____	<b>4</b> Hours: _____ Log Code: _____	Total for Week
2	<b>7</b> Hours: _____ Log Code: _____	<b>8</b> Hours: _____ Log Code: _____	<b>9</b> Hours: _____ Log Code: _____	<b>10</b> Hours: _____ Log Code: _____	<b>11</b> Hours: _____ Log Code: _____	Total for Week
3	<b>14</b> Hours: _____ Log Code: _____	<b>15</b> Hours: _____ Log Code: _____	<b>16</b> Hours: _____ Log Code: _____	<b>17</b> Hours: _____ Log Code: _____	<b>18</b> Hours: _____ Log Code: _____	Total for Week
4	<b>21</b> Hours: _____ Log Code: _____	<b>22</b> Hours: _____ Log Code: _____	<b>23</b> Hours: _____ Log Code: _____	<b>24</b> Hours: _____ Log Code: _____	<b>25</b> Hours: _____ Log Code: _____	Total for Week
5	<b>28</b> Memorial Day	<b>29</b> Hours: _____ Log Code: _____	<b>30</b> Hours: _____ Log Code: _____	<b>31</b> Hours: _____ Log Code: _____		Total for Week
<b>Total Hours for the Month →</b>						

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 Send monthly copies to Kathy Urban, Mentor Coordinator at GPS

<b>Mentoring Calendar -June 2018</b>						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
1					<b>1</b> Hours: _____ Log Code: _____	Total for Week
2	<b>4</b> Hours: _____ Log Code: _____	<b>5</b> Hours: _____ Log Code: _____	<b>6</b> Hours: _____ Log Code: _____	<b>7</b> Hours: _____ Log Code: _____	<b>8</b> Hours: _____ Log Code: _____	Total for Week
3	<b>11</b> Hours: _____ Log Code: _____	<b>12</b> Hours: _____ Log Code: _____	<b>13</b> Hours: _____ Log Code: _____	<b>14</b> Hours: _____ Log Code: _____	<b>15</b> Hours: _____ Log Code: _____	Total for Week
4	<b>18</b> Hours: _____ Log Code: _____	<b>19</b> Hours: _____ Log Code: _____	<b>20</b> Hours: _____ Log Code: _____	<b>21</b> Hours: _____ Log Code: _____	<b>22</b> Hours: _____ Log Code: _____	Total for Week
5						
	<b>Total Hours for the Month →</b>					

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