

Mentoring and Induction for New Teachers (MINT) In-Class Observation Record Form

Purpose: Observing a veteran teacher provides a new teacher the opportunity to learn from a colleague.

Activity: A pre-observation conference is an essential component to a successful veteran teacher observation. During the pre-conference, the new teacher and mentor discuss what the new teacher would like to be the focus of the observation to be. New teachers will connect their observation focus with the goals they have set. During the observation, notes should be taken in order to facilitate the discussion. Mentors will provide targeted support to new teachers based on key findings from the observations.

Pre-observation Conference	Observation	Post Observation Conference
Date:	Date:	Date:
Focus:	Area Observed:	Areas Addressed:
	Key Findings:	
New Teacher Signature:	New Teacher Signature:	New Teacher Signature:
Mentor Signature:	Mentor Signature:	Mentor Signature:

Please fax completed observation form to Cindy Caldwell at 305-523-0562