

Appendix R: Intervention Forms

LEVEL 1

Saint Martin's University
College of Education and Counseling

University Supervisors:

If you are concerned about an intern's performance, we want to catch the problem early and help the intern be successful.

Please complete this form and email it to rcampeau@stmartin.edu

Intern's Name: _____ Date: _____

School: _____ Grade/Subject: _____

Areas of concern (check all area(s) that relate to your concern):

Content Knowledge:

Teaching Skills:

- Planning
- Lesson Plans
- Presentation
- Classroom Presence
- Engaging students
- Assessing Students

Classroom Management:

- Maintaining a "safe" classroom environment
- Keeping students on task
- Motivating students
- Interactions with students

Professional Behaviors:

- Physical Appearance
- Responding to feedback
- Implementing suggestions
- Reliability (problems with absences, late, time issues, etc.)

Dispositions:

- o Communication skills
- o Flexibility
- o Reflectivity
- o Enthusiasm
- o Student Interactions
- o Fairness

Other:

What have you already done as the University Supervisor to address these concerns?

Have the Mentor Teacher and/or Teacher Intern been consulted about these concerns?

What were the results of this consultation?

Are these issues serious enough for an Intervention Level 2 (Where we discuss pulling intern out of placement or failing the internship?)

Timeline to demonstrate improvement (recommended 1-2 weeks):

Teacher Intern Signature: _____ Date: _____

Mentor Teacher Signature: _____ Date: _____

University Supervisor Signature: _____ Date: _____

INTERVENTION FORM
LEVEL 2
Saint Martin's University
College of Education and Counseling

College of Education:	Date:
Staffing Level 2:	
Person of Focus:	
Prepared by:	
Name of Student Intern Team Present with their Roles:	
Listening to the Student's Concerns:	
Issues/Concerns/Goals:	
"What questions are we trying to answer in positive proactive language?"	
Whose Concern?	
Options Considered (at least 3 per question)	
Question 1:	
Option 1:	
Option 2:	
Option 3:	
Our Action Plan "Steps" are (develop at least 4 SMART Goals that are Specific, Measurable, Achievable, Relevant, and Time – bound_	

INTERVENTION PLAN

LEVEL 2

Saint Martin's University
College of Education and Counseling

TEACHING SKILLS:	EVIDENCE:	PLAN:	FINDINGS:
Planning			
Lesson Planning			
Presentation			
Classroom Presence			
Engaging Students			
Assessing Students			
CLASSROOM MANAGEMENT	EVIDENCE:	PLAN:	FINDINGS:
Maintaining a "safe" classroom environment			
Keeping students on task			
Motivating students			
Interactions with students			
Professional Behaviors	EVIDENCE:	PLAN:	FINDINGS:
Prepared for teaching			
Physical appearance			
Responding to feedback			
Implementing suggestions			
Reliability (problems with absences, late, time issues, etc.)			