

Mentee _____

Date _____ Time _____

Mentor _____

Areas of Focus/Discussion

Comment

____ Students are on task

____ Teacher has a written lesson plan that follows the SOLs

____ Lesson objective is written on board or chart, etc,

____ Classroom rules are posted

____ Teacher monitors student behavior

____ Teacher stops any inappropriate behavior in an effective manner

Type of activity in progress during this observation:

Compliments: _____

Suggestions: _____

Mentor's Signature

Mentee's Signature

Date

Date

The purpose of this observation form is to guide constructive conversation between the Mentor and the Mentee. This document is not part of the employee's evaluation process and will not be placed in the employee's personnel file.

A copy of this form will be given to the Mentee.