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Beginning Teacher

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Mentor

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Date

### April Weekly Contact Log (EXAMPLE)

Date	Essence of Discussion	Discussion Points
4/1/02 Standards: 1, 3, 8, 10	We are planning a unit on immigration to do in May. Today we looked at the Learning Results and district curriculum to see where our idea fits into the big picture. Also discussed some of her challenging students and ways to accommodate them. XX is having problems completing assignments. Seems as if he can't read the directions. Met during free period. Discussed importance of maintaining daily journal.	<ul style="list-style-type: none"><li>• Grading 3<sup>rd</sup> quarter</li><li>• Time change</li><li>• Standardized testing</li><li>• Second formal observation completed</li></ul>
4/8/02 Standards: 1, 2, 3, 4	Met after school, but too exhausted to accomplish much. Had our pre-conference for math class observation tomorrow. I will watch an introductory multiplication lesson.  See attached notes.  Student XX needs to have 3 directions repeated when he returns to his seat.	
4/15/02	VACATION WEEK!!	
4/22/02 Standards: 3, 6, 1	Jane and I met during lunch today. We discussed student XX who is giving her fits about staying on task. We brainstormed ways that might help him with his work. She is going to try having another student read the directions with him. Talked about gathering resources for the next unit she is planning to do. Next time we meet we will look at ways to introduce the unit.	
4/29/02 Standards: 1, 2, 6	We had to meet after school this time. We are always so tired it seems that we don't get much done. Next time we are going to get together before school. Brainstormed some ways to start the unit on immigration. Decided to send home a survey to find out what countries students families immigrated from to the United States. The problem student is having trouble keeping track of his pencil. Brainstormed some ways to keep him in pencils.	
Comments: Jane is gaining confidence in her ability to plan interesting and engaging lessons for her mix of students. She now offers more ideas than I can. We'll continue to work on adapting lessons for the diversity of students she has in her classroom. We are planning to attend the April 30 <sup>th</sup> Social studies conference being held at the university. (10)		

Beginning Teacher

Mentor

Date

### August Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<p>Orientation:</p> <ul style="list-style-type: none"><li>• running the copier</li><li>• mail box</li><li>• phone system</li><li>• attendance</li><li>• lunch count</li><li>• student illness during class</li><li>• crisis management</li><li>• safety/fire drills</li><li>• routine duties</li><li>• introduction to support staff</li><li>• daily routine</li><li>• homework routines</li><li>• study hall</li><li>• dealing with interruptions</li><li>• celebrations</li><li>• field trips</li><li>• awareness of special days</li></ul>
		<p><b>Areas Discussed</b> <i>Circle all that apply</i></p> <ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		<p>Other _____ —</p>
<p>Comments:</p>		

# August



Beginning Teacher

Mentor

Date

### September Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• first day of school</li><li>• seating plans,</li><li>• class lists, forms,</li><li>• guidance dept.,</li><li>• ground rules</li><li>• syllabus/goals</li><li>• Open House</li><li>• Parent-Teacher Conferences</li><li>• athletics/early release</li><li>• staff room protocol</li></ul>
		<p><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

*Adapted from Lake Region School District, Maine*

# September



Beginning Teacher

Mentor

Date

### October Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Dealing with holidays</li><li>• Picture day/fund raisers</li><li>• Data gathering for conferences</li><li>• Progress reports</li></ul>
		<p><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
<b>Comments:</b>		

*Adapted from Lake Region School District, Maine*

# October



Beginning Teacher

Mentor

Date

### November Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Grading</li><li>• Parent-teacher conferences</li><li>• Applying for professional days</li><li>• MEA: Reading, Writing, and Health</li></ul>
		<p><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

*Adapted from Lake Region School District, Maine*



# November



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Beginning Teacher

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Mentor

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Date

### December Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Progress reports</li><li>• Snow days</li><li>• Dealing with the impact of the holidays on learning</li><li>• Data gathering for January grades</li></ul>
		Other _____
		<p style="text-align: center;"><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

**December**



Beginning Teacher

Mentor

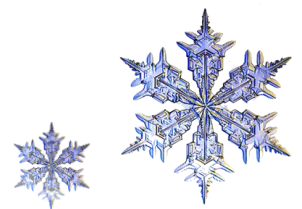
Date

### January Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Reflection on first half of year</li><li>• Projection on second half of year</li><li>• Grading 2<sup>nd</sup> quarter</li><li>• First formal observation completed</li></ul>
		Other _____
		<p style="text-align: center;"><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

*Adapted from Lake Region School District, Maine*

# January



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Beginning Teacher

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

### February Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Tournament fever</li><li>• Vacation</li></ul> Other _____
		<p style="text-align: center;"><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

*Adapted from Lake Region School District, Maine*

# February



Beginning Teacher

Mentor

Date

### March Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Progress reports</li><li>• Possible conferences</li><li>• Standardized testing</li></ul>
		Other _____  <b>Areas Discussed</b> <i>Circle all that apply</i>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

*Adapted from Lake Region School District, Maine*



# March



Beginning Teacher

Mentor

Date

### April Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Grading 3<sup>rd</sup> quarter</li><li>• Time change</li><li>• Standardized testing</li><li>• Second formal observation completed</li></ul>
		Other _____
		<b>Areas Discussed</b> <i>Circle all that apply</i>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

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**April**



Beginning Teacher

Mentor

Date

### May Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Pass/fail, end of course issues</li><li>• Preparation for finals</li><li>• Paperwork</li><li>• Inventories</li><li>• End-of-the-year reports</li><li>• Third formal observation completed</li></ul>
		Other _____
		<p style="text-align: center;"><b>Areas Discussed</b> <i>Circle all that apply</i></p>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

**May**



Beginning Teacher

Mentor

Date

### June Weekly Contact Log

Date	Essence of Discussion	Discussion Points
		<ul style="list-style-type: none"><li>• Pass/fail, end-of-course issues</li><li>• Preparation for finals</li><li>• Paperwork</li><li>• Inventories</li><li>• End-of-the-year reports</li></ul>
		Other _____
		<b>Areas Discussed</b> <i>Circle all that apply</i>
		<ul style="list-style-type: none"><li>• Classroom Environment</li><li>• Pedagogy</li><li>• Standards</li><li>• Content/Materials</li><li>• Planning</li></ul>
		Other _____
Comments:		

Adapted from Lake Region School District, Maine