

*Office of Field Services*

**Self-Assessment Plan following Arbitration Phase 1 Action Conference**

**Part 1.** As per the Action Conference, the following actionable goals are agreed upon by intern, supervisor, and mentor. The Action Conference is phase 1 of the Arbitration Process outlined in the OFS Handbook. Actionable goals are mindful of keeping the learning environment for the P-12 student as the priority.

Sample Actionable Goal: Intern will submit lesson plans to mentor and supervisor at a minimum 48 hours in advance of teaching lessons.

1. Actionable goals from identified **dispositional concerns** (as per the **disposition checklist**)
2. Actionable goals from identified **missing assignments**.
3. Actionable goals from identified **content concerns** (as per **lesson plan checklist** and **observations**)
4. Actionable goals from **other identified concerns**.

**Part 2.** Intern will self-assess and keep track of progress each week and share with mentor and university coach/supervisor on Friday of each week. – *All Proficient or Exemplary by Week 7*

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| **Goals:** (Copy actionable goals from part 1)  *Exemplary = 4 Proficient = 3 Emerging = 2* | Week \_\_\_ | Week \_\_\_ | Week \_\_\_\_ |
| Sample: Intern will submit lesson plans to mentor and supervisor at a minimum 48 hours in advance of teaching lessons. | 3 – some lessons only partially completed | 4 – week’s lessons submitted Friday prior | 4 |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

Intern initials/date:\_\_\_\_\_\_\_\_\_\_\_ Mentor initials/date:\_\_\_\_\_\_\_\_\_\_ Supervisor initials/date:\_\_\_\_\_\_\_\_\_\_

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