

MEPI Intern Supervision Form

For Supervising Director's Reports and Field Supervisors Reports

Intern's Name _____

Latest date on Internship Site Certificate _____

Level: _____

Date: _____

Time In: _____

Time Out: _____

The following categories are evaluated on a scale of 1 to 5, where 1 is least and 5 is most.

1	2	3	4	5
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The Prepared Environment

Classroom is beautiful and free of distractions					
Classroom is neat, orderly, & clean					
Atmosphere is warm, inviting, & caring					
Essential Montessori equipment and work is available					
Materials are organized sequentially					
Materials are inviting, complete, and in good condition					
Materials are accessible to children					
Area for individual and group work is adequate					
Technology is used appropriately					
Peace area is available for retreat & conflict resolution					
Intern plans outdoor time for large & small motor development					
Teacher materials are organized neatly and not distracting					

The Adult

Teaches and models grace and courtesy					
Has good rapport with the children					
Demonstrates spontaneous involvement with children					
Shows awareness of and respect/sensitivity for the individuality of each child					
Classroom is child-centered rather than teacher-controlled					
Encourages problem solving and discovery learning					
Provides clear instructions/directions					
Demonstrates self confidence					
Receives constructive criticism					
Demonstrates flexibility when confronting necessary changes					
Uses correct grammar and spelling					
Dresses appropriately for activities					
Intern practices peaceful conflict resolution					

The Child

Children choose work independently					
Children are engaged with lessons					
Children practice grace and courtesy					
Children are self-disciplined and confident					
Children participate in care of environment					
Children appear happy and content					
Children practice peaceful conflict resolution					
Children follow routine with ease					
Children are at ease with adults/visitors					

Classroom Management

	1	2	3	4	5
Is vigilant in expecting and enforcing grace and courtesy					
Reinforces ground rules					
Intern knows when to intervene and when to step back					
Conducts small group activities					
Transitions are smooth					
Freedom with responsibility, within limits is evident					
Positive discipline is practiced					
Intern facilitates use of the Peace Area					
Assistant(s) engaged appropriately with students					
Assistant understands role and supports teacher					
Intern works in all areas of the classroom					
Classroom has a low buzz of activity that is not distracting					
Parent Involvement is evident					

Curriculum

Demonstrates understanding of Montessori phil and methodology					
Demonstrates love and understanding of Montessori materials					
Curriculum areas are clearly defined					
Curriculum areas are complete (appropriate for date of observation)					
Intern presents lessons slowly and clearly, with appropriate sequence, including clean up procedures					
Materials and activities are developmentally appropriate					
Creativity and individuality are encouraged					
Plans and conducts appropriate large group activities					
Prepares appropriate teacher made materials to enrich curriculum					
Cultural Geography and Science studies are designed and implemented					
Paper work is age appropriate, provides useful extensions and is not the focus of work.					
Non-essential materials are minimal and have a reasonable purpose.					

Planning, Observation & Assessment, Record Keeping

Plans for individual instruction/follows the child					
Matches each child's ability to appropriate materials					
After presenting lessons, teacher observes from a distance					
Teacher spends time in observation					
Teacher shows awareness of whole classroom					
Variety of observation tools are used					
Long range, group, & individual planning is current					
Individual record keeping is complete and up-to-date					

Professional Development

Exhibits promptness and regular attendance					
Prepares for and conducts parent conferences					
Attends staff meetings					
Works and communicates well with team members					
Promotes community within the school, including parents					
Demonstrates good rapport with school administration					
Demonstrates good rapport with training center administration					
Demonstrates good rapport & communication with parents					
Is making progress in meeting the requirements of internship assignments					
Shows genuine love of learning and experiencing personal growth					

Description of Intern's implementation of:

An Individual Lesson

A small group lesson

A large group activity (Line Time)

Intern's Strengths:

Areas that need improvements

Comments/Recommendations

Signature of Supervising Director _____ Date: _____

Signature of Intern _____ Date: _____

Signature of Program Director _____ Date: _____

If using this form for Field Supervision:

Signature of Field Supervisor _____ Date: _____

Student's Program Director _____ Date: _____