### Expected Action

- **Initial Meeting with Mentor**
- **At least 2 formal observation for Practicum**
- **Mid-semester 7 week Triad with CPAST form**
- **At least 2 formal observation for Practicum**
- **Final 15 week Triad with CPAST form**

### Details for fulfilling expected actions.

- **Answer any questions mentor may have.**
- **Review observation forms. (utilize the criteria of the CPAST rubric to provide evidence and feedback to intern to give a sense of where interns are in the continuum).**
- **Review CPAST forms (rubric used to score candidate performance at weeks 7 and 15) and expectations for Triad/consensus meeting.**
- **Schedule a time that all three people can sit down for 45 minutes to an hour.**
- **Review procedures for scoring for the CPAST.**
- **Come to the Triad conference with your own CPAST form completed and 1 – 2 goals for the intern for professional growth.**

### Critical points of communication with OFS and intern

Supervisor communicates with OFS staff member regarding any concern(s) with respect to student disposition or pedagogical skill at the **beginning of week 4** and at the **beginning of week 10**. The Week 10 communication is critical in that the last day to withdraw for the semester is the final day of week 10. OFS initiates the arbitration process for any student at risk of an unsatisfactory to put a plan for success or an alternate path in place.

- **Week 4 communication deadline** ______________________
- **Week 10 communication deadline** _____________________