

**WESTWOOD CYBER HIGH SCHOOL**  
**MENTOR EVALUATION**

**MENTOR:** Nada Saab

**PROJECT MANAGER:** Gregory Hurst

**DATE:** 7/2/2012

CREATING AN EFFECTIVE ENVIRONMENT	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Alerts Project Manager with student, parent, and staff issues			X	
Completes weekly attendance and progress reports in a timely manner			X	
Emails researchers daily			X	
Responds to emails from staff and students in a prompt manner			X	
Maintains accurate student records and reports				X
Follows policies and procedures regarding student safety, security, and harassment-free environment			X	
Keeps student informed about school events and activities			X	
<b>COMMENTS:</b> Nada's created a personalized record for each of her researchers.				

ORGANIZING SUBJECT MATTER	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Helps students gain access to useful materials, resources, and technologies to support their learning of subject matter			X	
Challenges students to think critically in each subject area			X	
Helps guide students toward projects that match their interests.			X	
COMMENTS:				

PLANNING INSTRUCTION	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Is able to help researchers select projects that meet High School MME guidelines/proficiencies			X	
Seeks input from subject matter experts			X	
Takes initiative to seek alternative solutions to issues			X	
Understands and can communicate graduation requirements for WCHS			X	
Designs short and long term plans of study			X	
Chooses source materials to make subject matter relevant to students' experience and interests			X	
Provides students with information about their progress weekly			X	
Reviews project submissions and makes suggestions for revisions			X	
COMMENTS:				

ENGAGING STUDENTS IN LEARNING	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Builds rapport with researchers online			X	
Effectively uses MAC technology to support researcher learning			X	
Proposes new and creative ideas and solutions to working situations			X	
Maintains researcher plan of study and updates regularly	N/A	N/A	N/A	N/A
COMMENTS:				

DEVELOPING AS A PROFESSIONAL	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Attends all required training and meetings			X	
Remains flexible and open to new ideas and suggestions for improvement			X	
Maintains a positive attitude with researchers and colleagues			X	
COMMENTS:				

**Overall Performance Comments**

Nada consistently meets the expectations as a Mentor.

**Next Steps:**

Mentor:

Project Manager: Provide more support to Nada throughout the school year so that we may develop a closer partnership to ensure the success of our researchers.

**Mentor comments:**

Mentor signature

Date

Project Manager signature

Date

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