

**WESTWOOD CYBER HIGH SCHOOL**

**MENTOR EVALUATION**

**MENTOR:** Nada Saab

**PROJECT MANAGER:** Mary D. Busby

**DATE:** March 26, 2013

<b>CREATING AN EFFECTIVE ENVIRONMENT</b>	<b>Does Not Meet Expectations</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
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	
COMMENTS:				

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				X
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 is very organized and has a good understanding of how to effectively function as a mentor.

She has a succinct communication style that works well with some.

**Next Steps:**

Mentor:

Project Manager:

**Mentor comments:**

Mary;

I appreciate your evaluation and I enjoy working with you.  
I am glad to be able to make a positive contribution to your productive group.  
Best of Luck.

\_\_\_\_\_  
Nada Saab  
Mentor signature

\_\_\_\_\_  
3/26/2013  
Date

\_\_\_\_\_  
Mary D. Busby  
Project Manager signature

\_\_\_\_\_  
3/26/2013  
Date