Intervention Training Meeting Mentor Observation Checklist - ONSITE

Student's Name: _____   **Date:** _____

Name of Person: _____   **Location:** _____

Observer's Name: _____   **Observation Length:** _____

Mentoring Specialist instructions:

- Please look for performance of the activities listed on the table below as you observe the KIPBS student teach implementers the interventions to be used (at least 2 interventions).

- At the end of the observation period, for each activity listed on the table, please circle: "Y" (Yes) if the student performed that activity, "N" (No) if the student did not perform that activity but should have, or "N/A" if that activity did not apply to this meeting.

- Check whether or not the student met criteria on this observation. In order for criteria to be met for a category, all of the items for that category need to either be marked "Y" or "N/A."

- Enter this information in the student's KIPBS Student Mentor Observation Tracking form.

- Based on your observations provide constructive feedback to the student by praising the things that he/she did well, and by letting him/her know what may be some things to work on, and how.

- **Send the information on this sheet, by e-mailing an attachment of this form with the current information, along with notes on feedback provided, to the Mentoring Coordinator and to the student's instructor. Send a carbon copy of this e-mail to the student.**

Modeling, Practice, Feedback	Activity Performed?	Criteria met?
The student explains each procedure to be implemented, step by step, using language that the implementers can understand	Y N N/A	
The student provides a rationale for each procedure to be implemented	Y N N/A	
The student demonstrates each procedure to be implemented by modeling the procedure, either "hands-on" or through role play	Y N N/A	
The student has implementers practice each procedure to be implemented, either "hands-on" or through role play	Y N N/A	
The student provides constructive feedback on procedure implementation practice to the implementers	Y N N/A	Y N
The student asks implementers if they feel comfortable with the procedures	Y N N/A	
If implementers feel uncomfortable with any of the procedures to be implemented, the student problem solves the situation with them by either providing additional practice and feedback or by modifying the procedures	Y N N/A	
The student asks implementers if they have any questions and answers their questions	Y N N/A	