Weekly Planning and Mentoring Forms

Dates: ______________________  Week #: ______________________

Summary of Previous Week:
(Progress, Feedback)

Student:

Clinical Instructor:

Goals for the Upcoming Week:

______________________________
Student’s Signature

______________________________
Clinical Instructor’s Signature
Weekly Mentoring and Planning Form Purpose:

1. Useful adjunct to summative evaluation
2. Promotes program assessment
3. Promotes planning
4. Allows for and promotes student self-assessment

Directions:

1. Prior to the weekly meeting between the CI and Student, the CI and student should separately write down their thoughts/progress from the previous week.
2. During the weekly meeting the CI and Student should fill in their written information on the form and discuss the information (review the information from the previous week’s form).
3. Following the discussion the CI and Student will mutually determine goals for the following week.
4. The information on the Weekly Mentoring/Planning forms can and should be used for the Midterm and Final evaluation.