

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 weeks 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.