



Danforth Educational Leadership Program

University of Washington

College of Education

INTERNSHIP ASSESSMENT BY MENTOR

__ **Formative Assessment (January)**

__ **Summative Assessment (May)**

Dear Danforth Mentor:

It's time for the mid-year formative evaluation. This document is set up in tables, so you can enter feedback via computer or print the document and write in your responses. Please let us know if you have any questions or concerns about the evaluation process or any other matter. Thank you again for all your work as a Danforth mentor!

Danforth Intern:

Mentor:

Mentor's Position:

Internship Site:

School, Office or Program:

School District

Street Address

City, State, Zip Code

Phone Number

E-mail Address

Internship Period

From: Month/Day ____/____

to: Month/Day ____/____

Total Internship Hours

(ask the intern)

INTERNSHIP EVALUATION BY MENTOR

Danforth Core Competencies

Levels of Performance

The Danforth Core Competencies were developed by members of the UW K12 Professional Advisory Board, UW instructors, and educational leaders from the following school districts: Bellevue, Bremerton, Federal Way, Highline, Kent, Lake Washington, Marysville, Nooksack Valley, Northshore, Puyallup, Renton, Seattle and Tacoma. These Competencies are aligned to the WA Principal Standards, 2008 ISLLC Standards and the AWSP Leadership Framework.

Each element of a standard has four levels of performance: Distinguished, Independent, Developing, and Novice. The levels range from describing interns who are considered exemplary in addressing the standard, to interns who are just beginning to master the basics of school leadership. Please use N/O (Not Observed) if you are unable to comment on any of the Danforth Core Competencies. Below are general definitions of the four levels of performance for each standard:

NOVICE

The intern is just beginning to understand the concepts underlying the standard. The intern does not demonstrate an understanding of what is needed to perform effectively in the designated area.

***Comments required**

DEVELOPING

The intern appears to understand the concepts underlying the standard and attempts to implement its elements. Implementation is inconsistent or otherwise not entirely successful. Performance is adequate and the intern seeks resources to build knowledge and enhance skills. Additional experience, education, and mentoring will enhance the intern's proficiency in this area.

*Comments requested

INDEPENDENT

The intern clearly understands the concepts underlying the standard and applies knowledge and skill in implementing it as well. The intern is reflective, learns from experience and manages his/her own professional development. Resources are utilized to build knowledge and skills. The intern regards self as effective in the standard and is regarded by others as performing well.

*Comments requested

DISTINGUISHED

Interns at this level are considered to be exemplary in addressing the standard. They make a contribution to the field, both in and outside the school. The interns synthesize information, integrate concepts and resources, and have the courage to risk new possibilities. Their work is consistently exceptional in quality and they have earned the respect of staff, students, and parents.

***Comments required**

Danforth Core Competency 1 – Shaping Culture and Leading Change: Articulates and uses a clear vision of equity and achievement to mobilize students, staff, and community in support of a culture of learning for all.

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
1.1 Nurtures a Shared Vision 1.2 Shapes a Culture of Learning 1.3 Serves as a Change Agent 1.4 Creates opportunities for shared leadership	_____ Distinguished _____ Independent _____ Developing _____ Novice	

Danforth Core Competency 2 – Building Instructional Capacity: Improves instructional quality and supports teacher learning for equitable practice

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
2.1 Nurture & Sustain Student Learning 2.2 Observes & Analyzes Instruction 2.3 Analyzes Learning Outcomes 2.4 Composes & Delivers Targeted Feedback 2.5 Leads Collaborative Processes 2.6 Designs & Delivers Effective Professional Learning 2.7 Creates Collaborative Structures for Professional Learning 2.8 Connects Evaluation to Growth 2.9 Applies Policies	_____ Distinguished _____ Independent _____ Developing _____ Novice	

Danforth Core Competency 3 – Marshaling Resources & Improving Systems: Leads use of human, financial and technical resources in service of equity, excellence and achievement results.

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
3.1 Aligns Resource Allocation to Learning Needs	_____ Distinguished	
3.2 Secures and Develops Human Resources	_____ Independent	
3.3 Utilizes Fiscal Resources	_____ Developing	
3.4 Evaluates Progress & Outcomes	_____ Novice	

Danforth Core Competency 4 – Advocating with Students, Families & Communities: Engages students, families and communities and creates partnerships in service that all young people graduate ready for college and careers.

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
4.1 Engages with Students and Families in Processes of Individual and School-wide Learning	_____ Distinguished	
4.2 Ensures An Inclusive Learning Community	_____ Independent	
4.3 Enlists Community Resources and Expertise	_____ Developing	
4.4 Commits to Eliminating Disparities	_____ Novice	
4.5 Aligns Practices to Diverse Learning Needs		

Danforth Core Competency 5 – Driving Improvement with Data: Utilizes data to influence, build urgency, identify problems of practice, and provide actionable feedback

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
5.1 Recognizes and seeks out multiple data sources	_____ Distinguished	
5.2 Analyzes and interprets multiple data sources to inform school-level improvement efforts	_____ Independent	
5.3 Implements data driven plan for improved teaching and learning (Inquiry)	_____ Developing	
5.4 Assists staff to use data to guide, modify and improve classroom teaching and learning	_____ Novice	

Danforth Core Competency 6 – Committing to Ethical Practice: Adheres to core values and actions demonstrate congruence with achieving equity and excellence for each and every learner.

PERFORMANCES: The intern facilitates processes and engages in activities that:

ELEMENTS	RATING	COMMENTS
6.1 Engages in Self Reflection & Personal Growth	_____ Distinguished	
6.2 Acts with Integrity & Courage	_____ Independent	
6.3 Builds a Culture of Respectful and Collaborative Discourse in Service of High Expectations for All Students	_____ Developing	
6.4 Influences the Field	_____ Novice	

Please use this space to add OTHER COMMENTS about the intern’s work that were not covered by the Danforth Core Competencies:

Mentor’s Signature _____

Date _____

Thank you very much for your work! Please share a copy of your evaluation with your intern and their UW Advocate and send a copy to the Danforth Educational Leadership Program at the University of Washington:

Danforth Educational Leadership Program
Educational Leadership & Policy Studies
College of Education
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University of Washington
Seattle, WA 98195-3600

Or

e-mail the signed form (as an attachment) to:
k12admin@u.washington.edu