

**University/On-site Mentor  
Intervention Plan**

**NOTE: The University Supervisor is notified as early as possible concerning any prospective "D" or "F" intern. A conference** is scheduled with the intern, university supervisor, and on-site supervisor to develop a written *intervention plan*. The intervention plan must include: a. requirements that must be met by the intern in order to improve the grade (or an alternate plan for changing to a non-licensure track); b. date of re-evaluation and person responsible for follow up, and c. signatures: intern candidate, on-site mentor, and university supervisor.

**If the candidate is removed from the internship (by request of either LU or the K-12 school), a new field placement to finish licensure requirements is NOT guaranteed; the candidate may need to change to a non-licensure track.**

Intern:	University/On-site mentor:  Date:
Describe the nature of the concern:	
Summarize the discussion:	
State the requirements that must be met by the interns in order to complete the grade (or an alternative plan for changing to a non-licensure track):	
Person(s) responsible for follow-up with intern:	Date for Re-Evaluation:
Consequences of Non-Compliance	
Intern's Signature:	University Supervisor's Signature:
Onsite Mentor's Signature	Program Director's Signature:
Associate Dean's Signature:	