

# OUTSIDE EXPERT VALIDATION FORM

Student \_\_\_\_\_ Teacher Mentor \_\_\_\_\_

Outside Expert Name \_\_\_\_\_

Job Title/Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

FAX # if applicable \_\_\_\_\_

Expert's website address (URL) if applicable \_\_\_\_\_

How did you meet or locate this person?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What makes this person an expert on your topic? What are his/her credentials?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Proof that Outside Expert was contacted and agrees to serve :

**Conversation or communication with the outside expert /proof that you have interviewed the expert:**

Did you communicate in person, on the phone or through email? \_\_\_\_\_

Phone conversation:

Date and time of conversation \_\_\_\_\_

From where did you place the call? (School, home, \_) \_\_\_\_\_

## ATTACH the interview questions and answers.

*If email correspondence was used, use PRINT VIEW and attach the print-out from your account.*

(Save the email until the completion of your presentation.) **Store in mentor's classroom SRT file.**

MENTOR Teacher Signature indicates completion \_\_\_\_\_

Date of completion \_\_\_\_/\_\_\_\_/\_\_\_\_

## CLOSURE COMMUNICATION

This may be a Thank You note, an invitation to the presentation, and/or a summary of how the presentation went, (and how their input made it that much better.)

Closure communication

composed and approved (date) \_\_\_\_/\_\_\_\_/\_\_\_\_ Mentor Teacher Initials \_\_\_\_

sent (date) \_\_\_\_/\_\_\_\_/\_\_\_\_ Mentor Teacher Initials \_\_\_\_