

Internship Log Fall 2016 Semester

Your Name: Angela Brickhouse Harris

For easy reference for your internship mentor, please complete the chart below summarizing your 2 PBL projects.

Title of Project		Name & Contact Information of Site Based Supervisor	
PBL for PEDU 504	Increasing parent involvement at PTA and SFEC (School and Family Engagement Committee) events.	Name: Andrea Prisco Email: alprisco@henrico.k12.va.us Phone: 804-795-7030	
PBL for PEDU 509	Integrating literacy connections into Library, Art, Music and PE.	Name: Andrea Prisco Email: alprisco@henrico.k12.va.us Phone: 804-795-7030	

don't copy/paste in the time boxes below-it ruins formatting

Date	Start Time (round to 1/4 hour)	End Time (round to 1/4 hour)	Total Time (hrs)	What did you work on? (brief description of overall project + specific tasks accomplished)	Topic	Area	Related NELP Standards (by element number)
6/20/2016	8:00 AM	10:00 AM	2:00	Organized and planned for EXED staff faculty meeting for summer academy	Scheduling; logistics	Elementary	Element 3.2; Element 3.4
7/6/2016	8:00 AM	10:00 AM	2:00	Reviewed master schedule for Ward ES for the 16-17 school year	Scheduling; logistics	Elementary	Element 6.1; Element 6.4
7/8/2016	9:00 AM	11:00 AM	2:00	Met with building principal to discuss and review changes to master schedule for Ward ES for the 16-17 school year.	Scheduling; logistics	Elementary	Element 6.1; Element 6.4
8/3/2016	1:00 PM	4:45 PM	3:45	Day of Positive School Climate & Outreach (HCPS Leadership Academy)	Leadership; school safety	Elementary	Element 1.4; Element 7.2; Element 7.3
8/4/2016	11:00 AM	12:00 PM	1:00	Spoke with Kristin Pepper, EXED Specialist, about an employee who had not been to work for 3 days. Wrote a termination letter with the summer academy coordinator.	Human resources; staff expectations	Elementary	Element 7.1; Element 7.3
8/4/2016	1:00 PM	4:30 PM	3:30	August HCPS Leadership	Operations;	Elementary	Element 7.1; Element 1.2
8/9/2016	1:00 PM	5:00 PM	4:00	Read and reviewed EXED progress updates from extended school year services teachers.	Operations; compliance	Elementary	Element 2.1; Element 3.3
8/15/2016	8:30 AM	4:30 PM	8:00	Attended a safety symposium with building principal and associate principal. Henrico PD hosted this event.	Operations; school safety	Elementary	Element 1.4; Element 7.2; Element 7.3
8/16/2016	9:30 AM	11:30 AM	2:00	Attended a mentor coordinator meeting at Central Office.	Logistics	Elementary	Element 1.4; Element 7.2; Element 7.3
8/16/2016	1:30 PM	3:00 PM	1:30	Attended a staff development meeting at Central Office.	Logistics	Elementary	Element 1.4; Element 7.2; Element 7.3
8/17/2016	8:30 AM	2:00 PM	5:30	Conducted EXED Temporary Instructional Assistant interviews with building principal.	Scheduling; Operations	Elementary	Element 4.2; Element 5.4; Element 6.1;
8/18/2016	1:00 PM	3:30 PM	2:30	Conducted MALL interviews with Zone 1 Maintenance Supervisor and C&M personnel.	Scheduling; Operations	Elementary	Element 4.2; Element 5.4; Element 6.1;
8/22/2016	8:00 AM	9:00 AM	1:00	Met with 9 new teachers to discuss expectations and schedules for new teacher academy.	Logistics; expectations for	Elementary	Element 1.1; Element 4.1; Element 4.4;

8/23/2016	9:00 AM	12:00 PM	5:00	Met with building team leaders and building administrators to discuss SOL scores, NWEA scores, PALS scores, lesson plan expectations, accreditation status, etc.	Data	Elementary	Element 1.1, Element 1.2, Element 1.4, Element 2.1, Element
8/25/2016	1:15 PM	2:00 PM	0:45	Met with Ward ES bus drivers to discuss this year's bus line-up and expectations for bus drivers. Associate principal and assistant zone supervisor were in attendance.	Operations; Student safety, Logistics	Elementary	Element 1.1, Element 1.3, Element 3.1, Element 3.3, Element
8/26/2016	8:00 AM	1:00 PM	5:00	Wrote Ward ES safety crisis plan	Logistics; School Safety	Elementary	Element 1.1, Element 2.2, Element 3.3, Element 3.4
9/2/2016	8:00 AM	11:00 AM	3:00	Met with staff members to discuss safety, staff development, textbooks, and testing.	Operations	Elementary	Element 1.1, Element 6.2, Element 7.2
9/6/2016	2:30 PM	5:30 PM	3:00	Worked with school crisis team, SRO's and pupil transportation to resolve a student transportation crisis.	Logistics; School Safety	Elementary	Element 3.4, Element 6.1, Element 6.3, Element 7.2
9/9/2016	1:00 PM	2:00 PM	1:00	Met with school administrative team to discuss PBLs that directly affect the school.	Administrative experience	Elementary	Element 1.1, Element 1.2, Element 1.3, Element 1.4
9/13/2016	2:30 AM	3:30 AM	1:00	Met teachers to discuss the PGEP process, measurable growth measures and self-assessments	Assessment	Elementary	Element 4.3, Element 6.3
9/14/2016	8:00 AM	10:00 AM	2:00	Attended Gifted Identification Process Meeting	Assessment	Elementary	Element 1.1
9/19/2016	2:30 AM	3:30 AM	1:00	Met with teachers in grade 3-5 to train teachers on how to administer NWEA	Assessment	Elementary	Element 1.1, Element 2.1, Element 3.3, Element 4.3
9/20/2016	2:30 AM	3:30 AM	1:00	Met with the safety team to discuss drills, signal blue door covers and monthly safety checklists.	School Safety	Elementary	Element 3.4, Element 6.1, Element 6.3, Element 7.2
9/22/2016	9:00 AM	10:00 AM	1:00	Met with head custodian and maintenance supervisor to discuss fire drills, signal blue hide & lock procedures, lock down procedures, bomb threat protocol and visitors in our building	School Safety	Elementary	Element 3.4, Element 6.1, Element 6.3, Element 7.2
9/27/2016	2:30 AM	4:00 AM	1:30	Met with the school leadership team to discuss Fall data (PALS, NWEA)	Data; Assessment	Elementary	Element 2.1, Element 3.3
9/27/2016	6:30 PM	8:30 PM	2:00	Attended the September SEAC planning meeting	Community relations	Community Agencies	Element 2.1, Element 2.2, Element 3.1, Element 3.2
9/27/16-9/30/16	6:00 AM	8:00 PM	14:00	Administrative Experience (see attached)	Operations; Logistic, Discipline	Elementary	Element 2, Element 3, Element 4
10/3/16-10/7/16	6:00 AM	2:00 PM	20:00	Administrative Experience (see attached)	Operations; Logistic, Personnel, Discipline	Elementary	Element 2, Element 3, Element 4, Element 5.1, Element 5.2

10/11/16-10/14/16	6:00 AM	8:00 PM	15:00	Administrative Experience (see attached)	Operations, Discipline, Advocacy, Legality	Elementary	Element 2.1, 2.2, 2.3, Element 3.1, 3.4
10/17/16-10/21/16	6:00 AM	6:00 PM	27:00	Administrative Experience (see attached)	Operations, Discipline, Advocacy, Legality	Elementary	Element 5.4, Element 6.4
10/24/16-10/28/16	6:00 AM	6:00 PM	35:00	Administrative Experience (see attached)	Operations, Discipline, Advocacy, Legality	Elementary	Element 2.2, 2.3, 2.4, Element 3.2, 3.4, Element 5.4, Element 6.4, Element 7.2, 7.3, 7.4
10/25/2016	6:30 PM	8:30 PM	2:00	Attended the October SEAC Meeting, Maximizing the Parent's Voice in the IEP Process by Henry J. Millward Jr., M.S., Ed. EdS (Associate Director, Coordinator of Complaints and Family Involvement for the Virginia Department of Education), and the Difference between 504 and IEP by Shepard Stephenson (Supervisor of School Psychology, HCPS)	Community relations	Community Agencies	Element 2.1, Element 2.2, Element 3.1, Element 3.2
10/31/16-11/4/16	6:00 AM	6:00 PM	35:00	Administrative Experience (see attached)	Operations, Discipline, Advocacy, Legality, Logistics	Elementary	Element 2.2, 2.3, 2.4, Element 3.2, 3.4, Element 5.4, Element 6.4, Element 7.2, 7.3, 7.4
11/2/2016	3:30 PM	4:30 PM	1:00	Attended John Rolfe Middle Schools leadership meeting	Operations, Student Achievement, Student Safety, Building Relationships, Discipline	Middle School	Element 1.2, 1.4, Element 2.2, Element 3.3, 3.4, Element 4.1, 4.2, 4.4
11/5/2016	9:30 AM	11:30 AM	2:00	Discussed student discipline	Student Discipline, Student Safety	Elementary, Middle, High	Element 3.3, 3.4
11/8/2016	8:00 AM	2:30 AM	6:30	Wrote a safety plan and an FBA for a general education student	Student Discipline, Student Safety	Elementary	Element 3.3, 3.4
11/15/2016	6:30 PM	8:30 PM	2:00	Attended November SEAC Meeting, Mission and vision of HCPS by Superintendent Patrick Law and EXED Director Donice Davenport	Academic Achievement, Student Safety, Student Discipline, Closing Gaps	Community Agencies	Element 1.1, 1.2, 1.3, 1.4, Element 2.2, 2.3, Element 4.1, 3.2, 3.3, 3.4, Element 4.1, 4.2, 4.3, 4.4, Element 5.1, 5.2, 5.3, 5.4

11/16/2016	8:00 AM	11:30 AM	4:00	Shadowed with one Director Federal Programs	Title 1 Title 2 Pre K, Headstart, Federal Regulation, Finance	Central Office	Element 1.1, 1.2, 1.3 1.4, Element 2.2, 2.3 Element 3.4, Element 5.2, 5.4, Element 6.1, 6.3, 6.4, Element 7.2, 7.3
TOTAL HOURS			22h 40	Site Based Advancing Administrator/Supervisor Signature.	9		

Fig. 2: Notes & Reflections (optional for first two log submissions, required for final)

What have you learned from these leadership responsibilities? What questions have you had while working on them? What are some connections you've seen between these projects and the coursework you have been doing?