

## Internship Log Spring 2017 Semester

### 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 620	School bus safety	Name: Andrea Prisco Email: <a href="mailto:alprisco@henrico.k12.va.us">alprisco@henrico.k12.va.us</a> Phone: 795-7030
PBL for PEDU 625	Intervention funding	Name: Andrea Prisco Email: <a href="mailto:alprisco@henrico.k12.va.us">alprisco@henrico.k12.va.us</a> Phone: 795-7030

Date	Start Time	End Time	Total Time (round to ¼ hour)	What did you work on? (brief description of overall project + specific tasks accomplished)	Topic	Area	Related NELP Standards (by element number)
12/7/16	7:40	4:00	8:00	One of our school buses was involved in an accident. Henrico PD and Hire Fire had to be called and a student had to be transported to the ER. I accompanied the student to the ER.	Transportation, Legal, Procedures	Elementary	Elements 2.2, 3.4, 6.1, 6.4
12/9/16	8:30	11:30	3:00	Shadowed a high school principal. (Student discipline, scheduling for the 17-18 school year, observed the algebra teachers conduct lessons and then gave feedback	Discipline, Procedures, Curriculum/Lesson Plan Feedback	High School	Elements 1.4, 2.1, 2.2, 4.1, 4.2, 4.4, 5.3, 5.4, 6.4, 7.4

1/2/17-1/6/17	8:00	1:00	5:00	See attached administrative experience.	Student discipline, code of conduct	Elementary	Elements 1.1, 1.2, 3.1, 3.2, 3.3, 3.4,
1/9/17-1/13/17	8:00	1:00	5:00	See attached administrative experience.	Student discipline, student safety	Elementary	Elements 1.1, 1.2, 3.1, 3.2, 3.3, 3.4, 7.1
1/17/17-1/20/17	8:00	2:00	20:00	See attached administrative experience.	Student discipline, safety, Procedures, Operations, EXED,	Elementary	Elements 1.1, 1.2, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 5.2, 5.4, 6.4, 7.4
1/23/17-1/27/17	8:00	2:00	30:00	See attached administrative experience.	Student discipline, Safety, Procedures, Operations, EXED, Testing, Personnel	Elementary	Elements 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.4,
1/24/17	6:30	9:30	3:00	Attended January Special Education Advisory Committee meeting as the teacher representative to the SEAC board	Cathy Gregory, Director of Dyslexia Foundation presenting on Dyslexia/Dysgraphia	Community Agency, Elementary, Middle, High School & Central Office	Elements 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 5.3, 5.4
1/30/17-2/3/17	8:00	2:00	40:00	See attached administrative experience.	Student discipline, Testing, Operations, Professional Development	Elementary	Elements 2.1, 2.3, 3.1, 3.2, 3.3, 3.4, 4.2, 4.4, 6.1, 6.3, 6.4 7.2, 7.3
2/6/16-2/10/17	8:00	2:00	25:00	See attached administrative experience.	Testing, Human Resources/Legal Services	Elementary & Central Office	Elements 2.1, 2.2, 2.4, 3.4, 4.4, 6.1, 6.4

2/9/17	6:30	8:30	2:00	Attended SEAC work session to discuss parent survey and future work sessions to discuss the identified discipline concerns involving EXED students.	Discipline	Community Agency, Central Office, K-12	Elements 3.1, 3.3, 3.4, 5.4
2/13/17-2/17/17	8:00	2:00	15:00	See attached administrative experience.	Testing, Interviews, Student discipline,	Elementary	Elements 1.4, 4.1, 4.2, 6.1
2/17/17	11:00	12:00	1:00	Met with zone transportation supervisor	Student safety, Protocol/Procedures	Elementary & Central Office	Elements 1.3, 3.4, 5.1, 5.3, 7.2, 7.3, 7.4
2/21/17	3:00	3:40	0:40	Spoke with Assistant Superintendent of Finance to discuss governor's budget	School Finance	Central Office	Elements 6.1, 6.3, 6.4, 7.1, 7.3
2/20/17-2/24/17	8:00	2:00	10:00	See attached administrative experience.	Operations, IEP meetings, RTI meetings	Elementary	Elements 1.1, 1.2, 1.4
2/28/17	6:30	8:30	2:00	Attended February monthly SEAC meeting. Discussed student discipline in regards to students with disabilities.	EXED, Student discipline	Elementary, Central Office & Community Agency	Elements 2.4, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4,
2/27/17-3/3/17	6:30	4:30	10:00	See attached administrative experience.	Student discipline	Elementary	Elements 3.2, 3.3, 3.4
3/6/17-3/10/17	6:30	11:30	5:00	See attached administrative experience.	Student discipline	Elementary	Elements 3.2, 3.3, 3.4
3/13/17-3/17/17	6:30	4:30	10:00	See attached administrative experience.	Student discipline, RTI meetings,	Elementary	Elements 3.2, 3.3, 3.4, 4.1, 4.2, 4.3

3/14/17	8:30	10:30	2:00	Completed instructional walkthroughs with principal (Whole Group Reading & Whole Group Math)	Instruction, instructional feedback	Elementary	Elements 4.1, 4.2, 4.3, 4.4
3/14/17	1:00	2:00	1:00	Meet with EXED Coordinators and Specialist along with the SEAC to discuss EXED organization/structure and student discipline in regards to students with disabilities.	Exceptional Education, Student discipline	K-12; Community Agency	Elements 1.1, 1.3, 1.4, 3.2, 3.4, 4.4, 5.3
3/20/17-3/24/17	6:30	11:30	5:00	See attached administrative experience.	Student discipline	Elementary	Elements 3.2, 3.3, 3.4
3/23/17	2:30	4:00	1:30	Meet with gifted zone teachers, principal and gifted zone specialist to discuss curriculum, semester benchmark scores and ways to improve	Instruction, instructional supports	Elementary	Elements 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 4.2, 4.4
3/28/17	6:30	8:30	2:00	Led the March SEAC meeting. EXED Director discussed annual plan & RTI Specialist discussed HCPS' RTI process	Instruction, Exceptional Education	Elementary, Middle, High & Community Agency	Elements 1.3, 3.1, 3.2, 3.3, 3.4, 4.4, 5.2, 5.3, 5.4, 6.1
3/27/17-3/31/17	6:00	4:00	10:00	See attached administrative experience.	Student discipline, Professional Development	Elementary	Elements 1.1, 1.2, 1.3, 1.4
4/18/17	2:30	4:00	2:30	Met with school staff to discuss SOLs	Testing, Instruction, Operations	Elementary	Elements 4.1, 4.3, 4.4, 6.2
4/19/17	1:50	6:00	2:10	School was on lockdown because of an outside threat.	Student safety, Logistics	Elementary	Elements 3.3, 3.4, 6.4

4/20/17	8:00	9:00	1:00	Debriefed with school response team about yesterday's lockdown.	Student safety, Logistics	Elementary	Elements 3.3, 3.4, 6.4
4/25/17	6:30	8:00	1:30	Attended SEAC April planning session with potential new applicants. Shared why each of us joined the SEAC and discussed the parent survey results and how we plan to continue the student discipline discussion for the 17-18 school year.	Community agency, Instruction, Exceptional Education	Community agency	Elements 1.3, 3.1, 3.2, 3.3, 3.4, 4.4, 5.2, 5.3, 5.4, 6.1
<b>TOTAL HOURS</b>			223:20	Site Based Advising Administrator/Supervisor Signature:			Date: 4/28/17

**Pg. 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?