

## Internship Log Summer 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 628	ePortfolio	Name: Kristin Pepper Email: kapepper@henrico.k12.va.us Phone: 291-6692
PBL for PEDU 671	School Improvement Plan	Name: Kristin Pepper Email: kapepper@henrico.k12.va.us Phone: 291-6692

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)
5/1/17- 5/5/17	6:00	4:00	10:00	See administrative experience list.	Student Discipline, Operations, Testing	Elementary	Element 2.2, 2.4, 3.2, 3.3, 3.4, 4.3, 5.1, 5.2, 6.2, 6.4, 7.3
5/4/17	2:30	3:00	0:30	Spoke with a teacher who denied a student the right to attend a field trip. Wrote a letter of memo discussion the possibility of reprimand.	Professionalism; Teacher Expectations	Elementary	2.1, 2.2, 2.4, 7.1, 7.4, 6.3, 6.4
5/8/17- 5/12/17	8:00	6:00	10:00	See administrative experiences.	Discipline, Testing, Personnel, Operations	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1

5/15/17-5/19/17	6:00	6:00	30:00	See administrative experience list.	Discipline, Testing, Operations	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1
5/22/17-5/26/17	6:00	6:00	32:00	See administrative experience list.	Discipline, Testing, Personnel	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1
5/29/17-6/2/17	6:00	6:00	30:00	See administrative experience list.	Discipline, Testing, Personnel	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1
6/5/17-6/9/17	6:00	6:00	30:00	See administrative experience list.	Discipline, Testing, Personnel, Operations	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1, 6.2, 7.2, 7.4
6/6/17	6:30	8:30	2:00	Attended SEAC planning meeting.	EXED, Operations, Personnel, Discipline	Community Agency	6.1, 6.2, 6.4, 7.2, 7.3,
6/12/17-6/16/17	6:00	6:00	30:00	See administrative experience list.	Discipline, Testing, Personnel, Operations	Elementary	1.1, 1.2, 3.2, 3.3, 3.4, 4.3, 4.4, 6.1, 6.2, 7.1, 7.3
6/19/17-6/23/17	6:00	6:00	40:00	See administrative experience list	Operations, Legal Compliance, Safety, Instruction, Human Resources	Elementary, Central Office	1.3, 1.4, 2.3, 3.3, 3.4, 4.2, 4.3, 6.1, 6.2, 6.4, 7.3, 7.4
6/26/17-6/29/17	6:00	6:00	24:00	See administrative experience list	Operations, EXED, Human Resources	Elementary	1.1, 1.2, 1.3, 2.1, 2.4, 3.2, 4.4, 7.1, 7.4
7/5/17-7/6/17	6:00	4:00	10:00	See administrative experience list	Operations, EXED, Programming, Transportation	Elementary	1.3, 3.3, 3.4, 4.1, 4.2, 6.1, 7.4
7/10/17-7/13/17	6:00	6:00	30:00	See administrative experience list	Operations, EXED, Logistics	Elementary	1.1, 1.3, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 5.1, 6.1, 6.3, 6.4, 7.3

7/17/17- 7/20/17	6:00	6:00	30:00	See administrative experience list	Operations, EXED, Lesson Plans	Elementary	1.1, 1.3, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 5.1, 6.1, 6.3,
7/24/17- 7/27/17	6:00	6:00	30:00	See administrative experience list		Elementary	1.1, 1.3, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 5.1, 6.1, 6.3,
8/1/17- 8/3/17	6:00	6:00	20:00	See administrative experience list		Elementary	1.1, 1.3, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 5.1, 6.1, 6.3,
<b>TOTAL HOURS</b>			<b>358:30</b>	Site Based Advising Administrator/Supervisor Signature:	<i>Kristen Run</i>		Date: 7/26/2017

**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?