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

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| --- | --- | --- |
|  | Title of Project | Name & Contact information of Site Based Supervisor |
| PBL for PEDU 628 | School Improvement Plan | Name: Ron Holloman  Email: rholloman@hampton.k12.va.us  Phone: 850-5032 |
| PBL for PEDU 671 | Fair Labor Acts | Name:  Email: Same  Phone: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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)* |
| 12/1 | 4:00 PM | 6:00 PM | 2 hrs | Supervised middle school dance; ensured student safety, greeted parents, made sure all students were picked up and sent home safely, collect dance money | Mission & vision, Support system | Middle School | 1.1, 1.3 |
| 12/4 | 4:00 PM | 6:00 PM | 2hrs | Supervised elementary movie night; ensured student safety, greeted parents, made sure all students were picked up and sent home safely. | Mission & vision, support system | Elementary | 1.1, 1.3 |
| 1/22 | 8:00 AM | 9:00 AM | 1 hr | Spoke with AP about beefing up my intern hours with various experiences and shadowing/facilitating meetings, and attending IEP meetings. | Mission & vision, professional culture | Middle & Elementary | 1.1, 7.2 |
| 1/22 | 3:00 PM | 4:00 PM | 1 hr | Spoke with Principal about supervision project and went over the requirements. He will get back to me about a candidate. | Mission & vision, supervision & evaluation | Middle School | 1.1, 7.4 |
| 1/23 | 8:00 AM | 9:00 AM | 1 hr | Attended and observed SLP meeting discussing CSA schedule, remediation requirements, focused on FY 2018/2019 staffing issues and the lack of 90 resources for elementary next year (possibly). | Improvement, professional culture | Middle & Elementary | 1.4, 7.2 |
| 1/24 | 8:00 AM | 8:30 AM | ½ hr | Meet with administrator to discuss this quarters intern possibilities including attending home studies, shadowing observations, touring parents, and other duties. | Mission & vision, supervision & evaluation | Middle & Elementary | 1.1, 7.4 |
| 1/25 | 3:00 PM | 4:00 PM | 1 hr | Escorted four potential students and their parents around the center, explaining the concept of the gifted center and how it works. Introduced them to multiple teachers and allowed them to observe classroom activities. Answered questions and assisted with possible transition issues. | Mission & vision, professional culture | Middle & Elementary | 1.1, 7.2 |
| 1/30 | 8:00 AM | 8:30 AM | ½ hr | Meet with administration to discuss upcoming drill protocols, administrative roles, and expectations. | Mission & vision | Middle & Elementary | 1.1 |
| 1/31 | 2:00 PM | 3:00 PM | 1 hr | Assisted in lock down drill, enacting true to life situation, then participating in the debrief. | Mission & vision, improvement | Middle & elementary | 1.1, 1.4 |
| 2/5 | 2:30 PM | 4:00 PM | 1 ½ hr | Shadowed bookkeeper to gain an understanding of how the financial accounts are handled | Operations & Management, legal compliance | Middle & elementary, | 61, 6.4 |
| 2/6 | 8:00 AM | 9:00 AM | 1 hr | Facilitated a PBIS lesson on the school behavior matrix. | Mission & vision, Improvement | Middle & elementary | 1.1, 1.4 |
| 2/7 | 8:00 AM | 9:00 AM | 1 hr | Assisted the AP in morning duty arrivals of students. | Mission & vision | Middle & elementary | 1.1 |
| 2/7 | 2:00 PM | 3:45 PM | 2 hrs | Shadowed principal on classroom data walks, look for learning intention, success criteria, and anchor charts posted. | Supervision & evaluation | Middle & elementary | 7.4 |
| 2/7 | 3:45 PM | 4:15 PM | ½ hr | Assisted AP in the dismissal of elementary PUP pick-up line | Mission & vision | Middle & elementary | 1.1 |
| 2/7 | 6:00 PM | 7:30 PM | 1 ½ | Attended district school board meeting | Mission & vision | Human Resource |  |
| 2/6 | 8:00 AM | 9:00 AM | 1 hr | Facilitated a SLP meeting, focusing on the use of anchor charts to enhance instruction. | Mission & vision, improvement | Middle & elementary | 1.1, 1.4 |
| 2/9 | 5:00 PM | 6:00 PM | 2 hrs | Monitored middle school dance | Support & Systems | Middle | 1.3 |
| 2/12 | 2:00 PM | 3:00 PM | 1 hr | Meet with math teacher to do a pre-observation conference | Supervision & evaluation, improvement | Middle | 1.4, 7.4 |
| 2/13 | 11:00 AM | 11:30 AM | ½ hr | Counseled an elementary student on discipline issue in the classroom. | Professional culture | Elementary | 7.2 |
| 2/13 | 2:00 PM | 4:00 PM | 2 hrs | Shadowed school counself and observed child study meetings | Improvement, equitable access | Middle & elementary | 1.4, 3.2 |
| 2/14 | 2:00 PM | 3:30 PM | 1 ½ hf | Observed pre-algebra class; classroom observation of teacher, instruction, delivery, and student behavior | Mission & vision, supervision & evaluation | Middle | 1.1, 7.4 |
| 2/15 | 3:00 PM | 4:00 PM | 1 hr | Post-observation meeting with teacher; discussed areas she felt confident in and areas she felt she needed improved. Created a preliminary plan of action. Will follow up next week. | Mission & vision, supervision & evaluation | Middle | 1.1, 7.4 |
| 2/16 | 4:00 PM | 6:00 PM | 2hrs | Monitored elementary dance | Support systems | Elementary | 1.3 |
| 2/19 | 4:00 PM | 5:00 PM | 1 hr | Reviewed submission to the Staff Participation Committee and set up a meeting with members | Mission & vision, improvement, workplace conditions | Middle & elementary | 1.1, 1.4, 7.3 |
| 2/20 | 8:00 AM | 9:00 PM | 1 hr | Meet with members of the SPC as a facilitator and addressed submissions of complaint to the committee. | Mission & vision, improvement, workplace condit. | Middle & elementary | 1.1, 1.4, 7.3 |
| 2/20 | 10:30 AM | 12:30 PM | 2 hrs | Types minutes and responses from the SPC into the committee drive and submitted them to administration for review. | Mission & vision, improvement, workplace conditions | Middle & elementary | 1.1, 1.4, 7.3 |
| 2/21 | 8:00 AM | 9:00 AM | 1 hr | Facilitated as administrator on duty for elementary drop-off | Support system | Elementary | 1.3 |
| 2/21 | 2:00 PM | 3:00 PM | 1 hr | Facilitated as administrator dealing with student discipline. | Support system, improvement | Middle | 1.3, 1.4 |
| 2/21 | 6:00 PM | 7:00 PM | 1 hr | Attended School Board meeting | Mission & vision, professional culture; Community of Care for Students | Human Resource | 1.1, 7.1 |
| 2/23 | 2:30 PM | 4:00 PM | 1 ½ hr | Acted as facilitating administrator during school basketball game. | Support system | Middle | 1.3 |
| 2/24 | 12:00 PM | 4:00 PM | 4 hours | Work on 671 PBL | Mission & vision | Middle & elementary | 1.1 |
| 2/27 | 11:30 AM | 12:30 PM | 1 hr | Co-facilitated a SIT for a struggling student | Equitable access | Elementary | 3.2 |
| 2/28 | 8:00 AM | 9:00 AM | 1 hr | Was alerted by students about strange behaviors by another students; meet with administration concerning behaviors and began the paperwork to begin an investigation. | Ethics & Professional Norms; Operations & Management; Legal Compliance; Workplace Conditions; Community of Care for Students | Middle School | 1.3, 6.1, 6.4, 7.3 |
| 3/1 | 12:30 PM | 1:30 PM | 1 hr | Assisted with monthly fire drill and debrief meeting | Mission & vision, improvement | Middle & Elementary | 1.1, 1.4 |
| 3/5 | 8:00 AM | 9:00 AM | 1 hr | Presided over monthly faculty meeting, going over CSA and SOL data and expected student outcomes in upcoming testing | Mission & vision, improvement; Curriculum, Assessment, & Instruction; Operations & Management | Middle & Elementary | 1.1, 1.4, 6.2 |
| 3/6 | 8:00 AM | 10:00 AM | 2 hrs | Alerted by students concerning threatening social media message posted. Called in administration to be discuss issue; began paperwork for investigation and made appropriate phone calls to parents, authorities, etc. | Ethics & Professional Norms; Operations & Management; Legal Compliance; Workplace Conditions; Community of Care for STudents | Middle School | 1.3, 6.1, 6.4, 7.3 |
| 3/8 | 8:00 AM | 9:00 AM | 1 hr | Held SOL training in counselor’s stead for untrained teachers. | Mission & vision, improvement; Curriculum, Instruction & Assessment; Professional Community for Teachers | Middle School | 1.1, 1.7, 7.4 |
| 3/9 | 3:00 PM | 4:00 PM | 1 hr | Spoke with district deputy superintendent about putting together a community function for staff, students, parents, and community on identify depression and suicide ideation. | Equity & Cultural Responsiveness; Community of Care & Support for Students; Professional Capacity of School Personnel;  Meaningful Engagement of Families & Community | Human Resource, High School, Middle School, & Elementary | 1.1, 1.3, 1.4, 4,3, 6.4. 7.1, 7.2, 7.3 |
| 3/13 | 1:00 PM | 2:00 PM | 1 hr | Spoke with the deputy superintendent of Suffolk Public Schools about the depression and suicide outreach program they have created. | Equity & Cultural Responsiveness; Community of Care & Support for Students; Professional Capacity of School Personnel;  Meaningful Engagement of Families & Community | Human Resource, High School, Middle School, & Elementary | 1.1, 1.3, 1.4, 4,3, 6.4. 7.1, 7.2, 7.3 |
| 3/14 | 12:30 PM | 2:30 PM | 2 hrs | Worked with AP completing threat assessment form on incident; discusses how statements & conducting investigations are part of the administration process and how to provide due process for such an incident. Also reviewed statements for another incident concerning a teacher and discussed steps on how to approach the topic and what should take place during the discussion and after. | Mission & Vision, Professional Norms; Operations & Management; Community of Care & Support for Students | Middle School  Human Resource | 1.1 , 2.1, 6.4, 7.3 |
| 3/14 | 6:00 PM | 7:00 PM | 1 hr | Attended School Board meeting | Mission & vision, professional ; culture; Community of Care for Students | Human Resource | 1.1, 7.1 |
| 3/20 | 8:00 AM | 9:00 AM | 1 hr | Facilitated SLP meeting; co-presented with AP | Mission & vision, improvement | Middle & Elementary | 1.1, 1.4 |
| 3/21 | 10:30 AM | 11:30 AM | 1 hr | Observed geometry class with AP | Mission & Vision, Operations & Management, Professional Capacity of School Personnel | High School | 1.1, 4.3, 6.1, 7.4 |
| 3/21 | 11:30 AM | 12:30 PM | 1 hr | Reviewed the observation with principal, detailing student/teacher behaviors and instructional methods. | Mission & Vision, Operations & Management, Professional Capacity of School Personnel | High School | 1.1, 4.3, 6.1, 7.4 |
| 3/23 | 6:00 PM | 8:00 PM | 2 hr | Monitored school homecoming game | Support system | Middle School | 1.3 |
| 3/26 | 3:00 PM | 4:00 PM | 1 hr | Spoke with the director of research, planning, and evaluation about professional & community development on suicide ideation and prevention, and began to discussion a time to meet and outline a plan for if we go forward, how it will look. | Equity & Cultural Responsiveness; Community of Care & Support for Students; Professional Capacity of School Personnel;  Meaningful Engagement of Families & Community | Human Resource, HIgh School, Middle School, Elementary | 1.1, 1.3, 1.4, 4,3, 6.4. 7.1, 7.2, 7.3 |
| 3/27 | 6:00 PM | 10:00 PM | 4 hr | Worked on Supervision Project | Mission & vision | Middle & Elementary | 1.1 |
| 3/28 | 6:00 PM | 7:00 PM | 1 hr | Attended school board meeting | Mission & vision, professional culture; Community of Care & Support for Students | Human Resource | 1.1, 7.1 |
| **4/11** | 8:00 AM | 9:00 AM | 1 hr | Attended SLP meeting where I presented issues facing master schedule & discussed installing a school wide late work policy. | Mission & Vision, Improvement | Middle & Elementary | 1.1, 1.4 |
| 4/11 | 5:30 PM | 9:30 PM | 4 hrs | Worked on 671 PBL | Mission & Vision | Middle & Elementary | 1.1, 7.2, 7.4 |
| 4/12 | 6:00 PM | 10:00 PM | 4 hrs | Worked on 671 PBL | Mission & Vision, Curriculum, Instruction and Assessment, Professional Capacity of School Personnel, Professional Community for Teachers and Staff | Middle & Elementary | 1.1, 1.4, 7.2, 7.4 |
| 4/13 | 10:00 AM | 2:00 PM | 4 hrs | Worked on 625 PBL | Mission & Vision, Ethics & Professional Norms | Middle & Elementary | 1.1, 6.1, 6.2 |
| 4/13 | 3:30 PM | 4:40 PM | 1 hr | Met with the AP to discuss the implementation of a school wide late work policy. Multiple parents have complained about each teacher having different policies and the inability of their student to keep track of the various policies. Suggested a policy in place for rotating teachers, but must look at a policy that works for double block teachers. |  |  |  |
| 4/13 | 11:00 AM | 11:30 AM | ½ hr | Pre-conference with teacher to discussion what I can expect to see in upcoming observation |  |  |  |
| 4/14 | 8:00 AM | 9:00 AM | 1 hr | Worked on 625 PBL | Mission & Vision, Ethics & Professional Norms | Middle & Elementary | 1.1, 7.2, 7.4 |
| 4/15 | 8:00 AM | 1:00 PM | 5 hrs | Worked on 625 PBL: Completed | Mission & Vision, Ethics & Professional Norms | Middle & Elementary | 1.1, 7.2, 7.4 |
| 4/16 | 6:00 PM | 10:00 PM | 4 hrs | Worked on 671 PBL | Mission & Vision, Curriculum, Instruction and Assessment, Professional Capacity of School Personnel, Professional Community for Teachers and Staff | Middle & Elementary | 1.1, 6.1, 6.2 |
| 4/17 | 6:00 PM | 10:00 PM | 4 hrs | Worked on 671 PBL | Mission & Vision, Curriculum, Instruction and Assessment, Professional Capacity of School Personnel, Professional Community for Teachers and Staff | Middle & Elementary | 1.1, 6.1, 6.2 |
| 4/21 | 9:00 AM | 12:00 PM | 3 hrs | Worked on 671 PBL | Mission & Vision, Curriculum, Instruction and Assessment, Professional Capacity of School Personnel, Professional Community for Teachers and Staff | Middle & Elementary | 1.1, 7.2, 7.4 |
| 4/23 | 10:40 AM | 12:10 PM | 1 ½ hrs | Observed math class for formal observation |  |  |  |
| 4/25 | 11:00 AM | 11:30 AM | ½ hr | Post-observation conference with math teacher where we discussed points of the lesson and advised on points of improvement. | Operations & Management, Legal Compliance, Human Resource Management, Professional Community for Teachers & Staff, Professional Culture | Human Resources, Middle School | 1.1, 1.4, 4.3, 7.1, 7.2 |
| 4/26 | 2:00 PM | 4:00 PM | 2 hrs | Spent time in HR reviewing new hire applications and understanding the process and look fors when selecting potential teachers for interview. | Operations & Management, Legal Compliance, Human Resource Management, Professional Community for Teachers & Staff | Human Resources | 1.1, 1.4, 4.3, 7.1, 7.2 |
| 4/27 | 4:00 PM | 5:30 PM | 1 ½ hr | Supervised elementary school dance to ensure student safety. | Mission & Vision | Elementary | 1.3 |
| 4/28 | 12:00 PM | 5:00 PM | 5 hrs | Worked on 671 PBL | Mission & Vision, Ethics & Professional Norms | Middle & Elementary | 1.1, 6.1, 6.2 |
| 4/29 | 5:00 PM | 8:00 PM | 3 hrs | Worked on 671 PBL - Completed | Mission & Vision, Ethics & Professional Norms | Middle & Elementary | 1.1, 6.1, 6.2 |
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| **TOTAL HOURS** | | | 114 | Site Based Advising Administrator/Supervisor Signature: |  | | Date: |

**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?