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 | E Portfolio | Name: Ron HollomanEmail: rholloman@hampton.k12.va.usPhone: 850-5032 |
| PBL for PEDU 671 | 90 Day Entry Plan | Name:Ron HollomanEmail: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)* |
| 5/7 | 5:00 PM | 8:00 PM | 3 hrs | Attempted to begin eportfolio, scanned through the various options of the Longwood blog site, learning functions and different templates and how to set up different pages. Selected a template and lay and began to establish pages | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 5/8 | 10:00 AM | 12:00 PM | 2 hrs | Sat with AP reviewing teacher candidates. Discussed professional characteristics to look for in a resume and how to dissect an interview answer. | Operations & Management Professional Capacity of School Personne**l** | Elementary & Middle  | 7.1, 7.2,7.3 |
| 5/10 | 5:00 PM | 7:00 PM | 2 hrs | Began to set up pages on eportfolio, researching materials for to use for various pages | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 5/14 | 4:00 PM | 5:30 PM | 1 ½ hrs | Shadowed administrators; sat and observed potential teacher interviews | Operations & Management Professional Capacity of School Personne**l** | Elementary & Middle | 7.1, 7.2,7.3 |
| 5/15 | 11:00 AM | 12:00 PM | 1 hr | Discussed observations of yesterday’s interviews with AP and explained who I would hire and justified the whys behind my decisions | Operations & Management Professional Capacity of School Personne**l** | Elementary & Middle | 7.1, 7.2,7.3 |
| 6/10 | 5:00 PM | 7:00 PM | 1hr | Filled in a assistant administrator for band concert, secured entry ways, blocked off paths into the building, greeted guest, ensured all guest safely left the building. Locked building up. | Operations & Management Mission, Vision, and Core Values | Elementary & Middle | 7.1, 7.2,7.3 |
| 6/11 | 2:00 PM | 9:30 PM | 7 ½ hrs | Filled in as assistant administrator for 8th grade formal. Assisted teachers in cutting off pathways into the back building; set up dance background; hand custodians ensure floors were clean and dry; supervised purchase and payment of food; supervised the danced, greeted parents at the door, ensured all entry ways into building were secured; ensured all students were properly picked up; locked up building. | Operations & Management Mission, Vision, and Core Values | Elementary & Middle | 7.1, 7.2,7.3 |
| 6/17 | 10:00 AM | 4:00 PM | 6 hrs | Worked on eportfolio. Located information about and created pages for: sustaining school improvement, evaluating progress, promoting a positive school culture, instructional best practices, using data, supervising instruction, and implementing technology. | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 6/18 | 12:00 PM | 2:00 PM | 2 hrs | Bayside HS: Assisted with collecting and assembling supplies for summer school teachers; attended a meeting with Dr. Nickerson that established how summer school would run and expectations | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
| 6/19 | 5:30 PM | 8:00 PM | 3 ½ hrs | Bayside HS: Assisted parents and students with enrolling in summer school. | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
| 6/20 | 8:00 AM | 12:00 PM | 4 hrs | Bayside HS: Assisted parents and students with enrolling in summer school. | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
| 6/26 | 1:00 PM | 6:30 | 5 ½ hrs | Bayside HS: assisted Dr. Nickerson with the PM session of summer school. Tended to teacher needs, helped students with class placement, closed school. | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
| 6/27 | 7:00 AM | 1:00 PM | 6 hrs | Bayside HS: Assisted Dr. NIckerson with AM session of summer school. Tended to teacher needs, assisted with the correction of class rosters, helped parents with enrollment, made calls home about absences. | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
| 6/28 | 7:00 AM | 1:00 PM | 6 hrs | Bayside HS: Assisted Dr. NIckerson with AM session of summer school. Tended to teacher needs, assisted with the correction of class rosters, helped parents with enrollment, made calls home about absences. | Operations & ManagementMission, Vision, Core Values | High School | 7.2, 7.3, 7.4 |
|  |  |  |  | WILL SUBMIT TWO FORMS, AS DR. NICKERSON WITH SIGN OFF ON THIS PARTICULAR FORM FOR BAYSIDE HOURS. |  |  |  |
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| **TOTAL HOURS** | 51 HRS | Site Based Advising Administrator/Supervisor Signature: |  | Date: |

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| 6/29 | 11:00 AM | 3:00 PM | 4 hrs | Completed eportfolio PBL | Operations & ManagementMission, Vision, Core Values | Elementary, Middle, High School | 7.2, 7.3, 7.4 |
| 7/2 | 11:00 AM | 2:00 PM | 3 hrs | Began working on 90 day entry plan: reviewed examples, research other examples online, and found a template to use. | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/7 | 12:00 PM | 4:00 PM | 4 hrs | Worked on 90 day plan: wrote purpose, created goals and objectives, began the timeline for the first 30 days. | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/8 | 9:00 AM | 11:00 AM  | 3 hrs | Reconfigured template as first one was not working, transformed all created content onto new template; continue to work on 30 day timeline. | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/9 | 11:00 AM | 3:00 PM | 4 hrs | Finished first 30 day timeline, started the first 60 day timeline. | Operations & ManagementMission, Vision, Core Values | Elementary, Middle, High School | 7.2, 7.3, 7.4 |
| 7/10 | 9:00 AM | 12:00 PM | 3 hrs | Katie Catania Dept of Teaching & Learning VB: Observed traing as the curriculum team introduced the revamped elementary curriculum for teachers, explaining the VBOs and new content available. | Operations & ManagementMission, Vision, Core Values |  Elementary | 7.2, 7.3, 7.4 |
| 7/12 | 8:00 AM | 5:00 PM | 9 hrs | Katie Catania Dept of Teaching & Learning VB: Spent day in curriculum conference, focusing on VBS mission, how curriculum applies, reviewing presentations for the administrative conference, focused on brainstorming on how to get TLLTs more involved. | Operations & ManagementMission, Vision, Core Values | Elementary | 7.2, 7.3, 7.4 |
| 7/18 | 8:00 AM | 4:00 PM | 8 hrs | Assigned Twice Exceptional training to create staff professional development on |  | Elementary & Middle |  |
| 7/24 | 10:00 AM | 12:00 PM | 2 hrs | Completed 60 day plan of PBL | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/25 | 8:00 AM | 11:00 AM | 3 hrs | Began working on 90 day plan of PBL | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/26 | 8:00 AM | 9:00 AM | 1 hr | Completed 90 day section of PBL | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/27 | 8:00 AM | 12:00 PM | 4 hrs | Completed 90 plan PBL | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| 7/30 | 8:00 AM | 4:00 PM | 8 hrs | Helped AP pull together new teacher training; reviewed lesson plans for upcoming gifted certification classes; spoke with Gifted Director on progress and implementation on PD for twice exceptional students; gave potential parents tour of building. | Operations & ManagementMission, Vision, Core Values | Elementary & Middle | 7.2, 7.3, 7.4 |
| **TOTAL HOURS** | 107 | 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?