


# Internship Log

Name: **Shari Jones**

Semester: **Spring 2018**

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 625   | Keep Calm and Recycle Books On! | Name: Shari Jones<br>Email: shari.jones@live.longwood.edu<br>Phone: 540.907.5244   |   |
| PBL for PEDU 671   | School Improvement Plan         | Name: Shari Jones<br>Email: shari.jones@live.longwood.edu<br>Phone: 540.907.5422   |   |
| <b>TOTAL HOURS</b> | 239.25                          | Site Based Advising<br>Administrator/Supervisor Signature:  | Date: 5/2/2018                                      |

**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?

I have had quite a bit of unique opportunities, especially on my days acting as Assistant Principal, when one or either A.P.'s or the head principal was out of the building due to meetings. This semester, I have been a part of a possible drug bust, investigations of substitute teachers, lead many meetings (IEP, 504's, SEC's, and Eligibilities). I am constantly asking my supervisor about what to do in the event that we have situations arise, such as the Florida shooting. I am not afraid to ask her for help when I am unsure about something or if I am curious about what she would do in a certain situation. I am a committee member on both the School Improvement Plan and Leadership Team. Being on both of these committees have allowed me to get the real life experiences that I will need as an administrator, and it has made the information needed in the finance and supervision course much clearer. We have leadership meetings and SIP meetings monthly, which has been connected to the School Improvement Plan PBL.

On March 23<sup>rd</sup>, we had a full lockdown due to possible weapon(s) in the building. I have also been working with closely with my supervisor at Central Office. We co-facilitated a diagnostician refresher academy on April 23<sup>rd</sup>, 2018. During the refresher academy, we discussed county expectations, job description/role, how to test, role-played meetings with parents, and interview process for the available positions in the fall. My supervisor and I, along with a few other central office members will be conducting interviews on May 7<sup>th</sup> and May 10<sup>th</sup>.

During the finance class, we have looked at budget and the expenditures that come with hiring new staff, teachers, etc. for a county. My supervisor has discussed with me in depth of what the costs would be if we are able to hire the full 7.5 diagnostician positions that they would like for the 2018-19 school year. She has also discussed how money is spent for testing materials needed for school psychologists, diagnosticians, and the effect that the school board and board of supervisors have when it comes to hiring and spending.

This semesters internship opportunities have made me question which path I want to take. Do I want to be in school leadership, starting off as an assistant principal, or do I want to make a difference from central office, and potentially work with all the county's schools, and not just one. It is a lot to think about and determine.

| Date       | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)                    | Topic  | Area                 | Standards                    |
|------------|------------|----------|--------------------------------------|--|--|----------------------|------------------------------|
| 12/5/17    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/5/201   | 2:35 PM    | 3:20 PM  | 0.75                                 | Bus Duty   | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/5/2017  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for academic extracurricular activities | Middle               | 1.3                          |
| 12/6/17    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/6/2017  | 12:15      | 12:45    | 0.50                                 | Designee IEP Amendment Meeting; Change of Placement and Services   | Legal Compliance                                       | Middle               | 6.4                          |
| 12/6/201   | 2:35 PM    | 3:20 PM  | 0.75                                 | Bus Duty   | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/6/2017  | 6:00 PM    | 8:00 PM  | 2.00                                 | Afterschool Holiday Chorus Concert Duty at MV High School  | Support system for academic extracurricular activities | Middle & High School | 4.1,4.4,5.2,5.4,1.3          |
| 12/7/17    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/7/2017  | 12:15      | 13:30    | 1.25                                 | Designee IEP Amendment Meeting; Change of Placement and Services   | Legal Compliance                                       | Middle               | 6.4                          |
| 12/7/2017  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for academic extracurricular activities | Middle               | 1.3                          |
| 12/8/17    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/8/2017  | 7:50 AM    | 1:20 PM  | 5.50                                 | Both AP's were out of the building for meetings, so the Principal allowed me to fill in for them for the day | Legal Compliance, Discipline                           | Middle               | 1.3, 4.4, 6.4                |
| 12/8/2017  | 1:10 PM    | 3:00 PM  | 2.00                                 | Attending an Elementary Spelling Bee at GES  | Community-School relations; Mission & Vision           | Elementary           | 1.1, 1.2, 1.3, 3.4, 5.3      |
| 12/11/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/11/2017 | 12:00 PM   | 1:15 PM  | 0.75                                 | Learning Walks with Staff  | Collaboration with other Professionals                 | Middle               | 1.1, 1.2, 1.3, 3.4, 5.3, 1.4 |
| 12/11/201  | 3:15       | 16:15    | 1.00                                 | Co-Lead a Special Ed. Department Meeting   | Social Support, Discipline                             | Middle               | 2.1, 3.4, 7.2                |
| 12/12/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/13/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/14/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |
| 12/14/201  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for academic extracurricular activities | Middle               | 1.3                          |
| 12/14/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline                             | Middle               | 1.3                          |

| Date       | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)  | Topic  | Area              | Standards   |
|------------|------------|----------|--------------------------------------|--|--|-------------------|---|
| 12/15/201  | 7:50 AM    | 3:20 PM  | 7.50                                 | Both AP's were out of the building for meetings, so the Principal allowed me to fill in for them for the day (this included a possible drug bust with one student patdown and three locker searches while SRO was monitoring me) Designed an Annual IEP meeting.   | Legal Compliance, Discipline   | Middle            | 1.3,<br>2.2, 4.4, 4.6, 4,<br>2.1, 2.4, 3.1        |
| 12/15/201  | 8:30 AM    | 9:20 AM  | 1.00                                 | Supervising at a Mock trial of students that included a Stafford County Judge and two lawyers in the county  | Social Support, Discipline, Support System for academic extracurricular activities | Middle, Community | 1.3, 6.4, 2.4                                     |
| 12/18/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 12/18/201  | 8:30       | 12:00    | 3.50                                 | Contacting Parents to schedule upcoming meetings, preparing paperwork for Tuesday's meeting  | Organization, Planning, Communication  | Middle, Community | 1.3, 6.4, 1.4, 2.3                                |
| 12/19/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 12/19/201  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for academic extracurricular activities                             | Middle            | 1.3, 4.3  |
| 12/20/17   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 12/20/201  | 9:00       | 10:00    | 1.00                                 | Reviewed Learning Support VAAP Binders   | Ethical Behavior   | Middle            | 2.1, 2.4, 3.2, 4.3                                |
| 1/3/18     | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 1/5/2018   | 9:00       | 12:00    | 3.00                                 | Went to school during a snow day to ensure compliance deadlines met  | Organization, Planning, Communication  | Middle            | 1.3, 6.4, 2.2                                     |
| 1/8/18     | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 1/9/2018   | 8:45 AM    | 12:00 PM | 3.25                                 | Called parents who requested initial SEC meetings to answer questions they may have. Also spent the phone with a single parent for over 30 minutes to help alleviate anger created by the previous Stafford County school and to explain the 504 process. Also rescheduled many meetings due to snow days. | Legal Compliance, Community-School relations                                       | Middle            | 1.3, 4.4,<br>5.2, 5.4, 6.4, 2.1,<br>2.3, 2.4, 3.1 |
| 1/10/18    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 1/10/2018  | 2:35 PM    | 3:20 PM  | 0.75                                 | Bus Duty   | Social Support, Discipline   | Middle            | 1.3   |
| 2018-01-11 | 7:50 AM    | 8:20 AM  | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 2018-01-12 | 7:50 AM    | 8:20 AM  | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle            | 1.3   |
| 1/15/2018  | 10:00      | 15:00    | 5.00                                 | Went to school during a snow day to ensure compliance deadlines met. Worked on 8th grade Writing SOL groupings.  | Organization, Planning, Communication  | Middle            | 1.3, 6.4, 2.1, 3.2                                |
| 1/16/2018  | 9:30 AM    | 9:50 AM  | 0.25                                 | Formal student observation in a classroom setting as part of an eligibility  | Instructional Support  | Middle            | 6.4, 3.2, 7.4                                     |
| 1/16/2018  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for academic extracurricular activities                             | Middle            | 1.3, 4.1  |

| Date      | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)  | Topic  | Area                                     | Standards                                 |
|-----------|------------|----------|--------------------------------------|--|--|--|---|
| 1/17/2018 | 9:15       | 14:00    | 4.75                                 | Went to school during a snow day to ensure compliance deadlines met . Worked on 8th grade Writing SOL groupings.   | Supportive School<br>Community, Legal<br>Compliance, Equity &<br>Cultural leadership | Middle                                   | 1.4, 3.4                                  |
| 1/18/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle                                   | 1.3                                       |
| 1/18/2018 | 12:00      | 15:20    | 3.25                                 | Acted as Special Ed AP/Designee due to AP being out of the building; Completed a classroom observation on a student as part of determination of eligibility of special education services  | Field Experience,<br>Internship & Clinical<br>Practice                               | Middle                                   | 3.4, 4.2, 4.3                             |
| 1/18/2018 | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for<br>academic extracurricular<br>activities                         | Middle                                   | 1.3                                       |
| 1/19/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle                                   | 1.3                                       |
| 1/19/2018 | 8:20 AM    | 3:20 PM  | 7.00                                 | Both AP's were out of the building for meetings, so the Principal allowed me to fill in for them for the day (I acted as Designee for an eligibility determination, talked school finance with principal, and worked one on one with County ESOL teacher to help with WIDA accommodations and compliance (to include calling central office for advice from the offices of assessments & accountability and student services) As well as contacting two elementary schools for clarification). | Legal Compliance,<br>Discipline  | Middle,<br>Elementary,<br>Central Office | 1.3, 4.3, 4.4, 6.4,<br>1.4, 3.4, 8.1, 8.2 |
| 1/22/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle                                   | 1.3                                       |
| 1/22/2018 | 3:45 PM    | 4:45 PM  | 1.00                                 | Managing Afterschool Enrichment Club   | Support system for<br>academic extracurricular<br>activities                         | Elementary                               | 4.1,4.4,5.2,5.4                           |
| 1/23/2018 | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club   | Support System for<br>academic extracurricular<br>activities                         | Middle                                   | 1.3                                       |
| 1/24/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle                                   | 1.3                                       |
| 1/24/18   | 8:45 AM    | 9:20     | 0.50                                 | Learning Walks with Staff  | Community-School<br>relations; Mission and<br>Vision                                 | Middle                                   | 1.1, 1.2, 1.3, 3.4,<br>5.3                |
| 1/25/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty  | Social Support, Discipline   | Middle                                   | 1.3                                       |
| 1/26/2018 | 7:50 AM    | 12:00 PM | 4.15                                 | Served as Special Ed. Assistant Principal and as point of contact for staff members with special ed concerns/questions   | Legal Compliance,<br>Discipline, Field<br>Experience                                 | Middle                                   | 1.3, 4.4, 6.4, 8.1,<br>8.2                |
| 1/26/2018 | 1:30 PM    | 3:00 PM  | 1.50                                 | Leadership Meeting with Principal and other leaders in the building discussing school improvement, budget, and other concerns  | Field Experience, Vision<br>and Mission, Equity &<br>Cultural leadership             | Middle                                   | 1.1,1.4,2.1,6.2,7,<br>2.7.3               |

| Date       | Start Time | End Time | Total Time<br>(round to 1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)   | Topic  | Area           | Standards                              |
|------------|------------|----------|-----------------------------------|---|--|----------------|--|
| 1/29/18    | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2018-01-29 | 12:00 PM   | 12:45 PM | 0.75                              | Bus Duty  | Social Support, Discipline                             | Middle         | 1.3                                    |
| 1/31/18    | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/1/18     | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2018-02-01 | 2:35 PM    | 3:20 PM  | 0.75                              | Bus Duty  | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/1/2018   | 3:20 PM    | 4:20 PM  | 1.00                              | Manage Afterschool Homework Club  | Support System for academic extracurricular activities | Middle         | 1.3                                    |
| 2/2/2018   | 3:20 PM    | 4:20 PM  | 1.00                              | Manage Afterschool Homework Club  | Support System for academic extracurricular activities | Middle         | 1.3                                    |
| 2/5/18     | 9:50 AM    | 10:20    | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/5/2018   | 3:45 PM    | 4:45 PM  | 1.00                              | Managing Afterschool Enrichment Club  | Support system for academic extracurricular activities | Elementary     | 4.1,4.4,5.2,5.4                        |
| 2/6/18     | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/6/2018   | 8:20       | 10:20    | 2.00                              | Lead a SEC meeting ; Set up Homebound Services  | Legal Compliance                                       | Middle         | 6.4                                    |
| 2/6/2018   | 3:20 PM    | 4:20 PM  | 1.00                              | Manage Afterschool Homework Club  | Support System for academic extracurricular activities | Middle         | 1.3                                    |
| 2/6/2018   | 4:20 PM    | 6:00 PM  | 1.75                              | Manage Afterschool Wrestling Match  | Support System for academic extracurricular activities | Middle         | 1.3                                    |
| 2/7/18     | 9:50 AM    | 10:20    | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/8/18     | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/8/2018   | 8:45 AM    | 10:00 AM | 1.25                              | Met with my county supervisor at central office to discuss leadership assignments that need to be implemented throughout the semester | Field Experience, Human Resource Leadership            | Central Office | 1.4, 6.2, 6.4, 7.1, 7.2, 8.1, 8.2, 8.3 |
| 2/8/2018   | 3:20 PM    | 4:20 PM  | 1.00                              | Manage Afterschool Homework Club  | Support System for academic extracurricular activities | Middle         | 1.3                                    |
| 2/12/18    | 7:50 AM    | 8:20     | 0.50                              | Hall Duty   | Social Support, Discipline                             | Middle         | 1.3                                    |
| 2/12/2018  | 3:45 PM    | 4:45 PM  | 1.00                              | Managing Afterschool Enrichment Club  | Support system for academic extracurricular activities | Elementary     | 4.1,4.4,5.2,5.4                        |
| 2/13/2018  | 3:20 PM    | 4:20 PM  | 1.00                              | Manage Afterschool Homework Club  | Support System for academic extracurricular activities | Middle         | 1.3                                    |

| Date      | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)   | Topic   | Area                                      | Standards                               |
|-----------|------------|----------|--------------------------------------|---|---|---|---|
| 2/14/2018 | 9:00 AM    | 4:00 PM  | 7:00                                 | Went as one of the acting A.P.'s during a field trip to the Holocaust Museum  | Equity & Cultural Leadership, Field Experience                        | Middle & Community                        | 1.3, 5.3                                |
| 2/15/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/15/2018 | 3:20 PM    | 4:20 PM  | 1:00                                 | Manage Afterschool Homework Club  | Support System for academic extracurricular activities                | Middle                                    | 1.3                                     |
| 2/16/2018 | 7:50 AM    | 3:20 PM  | 7:50                                 | Helped with Investigating accusations of a substitute by a group of girls. Pearson access next. com training for input small groups for writing SOL w/ guidance counselors. Acting as one of the A.P. due to an AP meeting at central office, and Principal out of the building. Only one AP (split of AM/PM) was here at a time for the day. Interviewed a student for a teacher that was absent and needed information for an annual IEP. | Equity & Cultural Leadership, Field Experience                        | Middle                                    | 1.3,2.2,2.4,3.1, 3.2                    |
| 2/20/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/20/2018 | 3:20 PM    | 4:20 PM  | 1:00                                 | Manage Afterschool Homework Club  | Support System for academic extracurricular activities                | Middle                                    | 1.3                                     |
| 2/21/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/22/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/22/2018 | 3:20 PM    | 4:20 PM  | 1:00                                 | Manage Afterschool Homework Club  | Support System for academic extracurricular activities                | Middle                                    | 1.3                                     |
| 2/23/2018 | 8:00 AM    | 2:00 PM  | 6:00                                 | County Designee Meeting   | Community-School relations; Mission & Vision, Operations & Management | High, Middle, Elementary & Central Office | 1.1,1.2,1.3,3.4,5, 3,5.1, 6.2, 6.3, 6.4 |
| 2/26/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/26/2018 | 3:15       | 3:40     | 0:50                                 | Leadership Team Meeting   | Community-School relations; Mission & Vision                          | Middle                                    | 1.1, 1.2, 1.3, 3.4, 5.3                 |
| 2/26/2018 | 3:45 PM    | 4:45 PM  | 1:00                                 | Managing Afterschool Enrichment Club  | Support system for academic extracurricular activities                | Elementary                                | 4.1,4.4,5.2,5.4                         |
| 2/27/18   | 7:50 AM    | 8:20     | 0:50                                 | Hall Duty   | Social Support, Discipline  | Middle                                    | 1.3                                     |
| 2/27/2018 | 3:20 PM    | 4:20 PM  | 1:00                                 | Manage Afterschool Homework Club  | Support System for academic extracurricular activities                | Middle                                    | 1.3                                     |

| Date      | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)   | Topic  | Area                                     | Standards   |
|-----------|------------|----------|--------------------------------------|---|--|--|---|
| 2/27/2018 | 5:45 PM    | 7:45 PM  | 2.00                                 | Chorus Duty at Mountain View High School  |  | Middle, High                             |   |
| 2/28/18   | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty   | Social Support, Discipline   | Middle                                   | 1.3   |
| 3/1/18    | 7:50 AM    | 8:20     | 0.50                                 | Hall Duty   | Social Support, Discipline   | Middle                                   | 1.3   |
| 3/1/2018  | 3:20 PM    | 4:20 PM  | 1.00                                 | Manage Afterschool Homework Club  | Support System for academic extracurricular activities                             | Middle                                   | 1.3   |
| 3/3/2018  | 4:00 PM    | 8:30 PM  | 4.50                                 | Researched different county school improvement plans, county mission and vision statement, and my school's VDOE report card   | Operations & Management  | PBL                                      | 6.1, 6.2, 6.3, 6.4                                    |
| 3/4/2018  | 11:00 AM   | 12:00 PM | 1.00                                 | Worked on a list provided by my county supervisor such as making contact with possible people interested in a career change to become diagnosticians for the 2018-2019 school year, as well as going over the course outline needed for creating a diagnostician academy refresher course | Human Resource Leadership, Internship & Clinical Practice, Operations & Management | Central Office, Elementary, Middle, High | 6.1, 6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3 |
| 3/5/2018  | 9:00 AM    | 12:00 PM | 3.00                                 | Diagnostician and Psychology meeting  | Human Resource Leadership  | Central Office, Elementary, Middle, High | 7.1, 7.2, 7.3, 7.4                                    |
| 3/5/2018  | 3:45 PM    | 4:45 PM  | 1.00                                 | Managing Afterschool Enrichment Club  | Support system for academic extracurricular activities                             | Elementary                               | 4.1, 4.4, 5.2, 5.4                                    |
| 3/7/2018  | 7:00 PM    | 9:00 PM  | 2.00                                 | Constant tele-communication with central office supervisor working on diagnostician academy   | Internship & Clinical Practice, Human Resource Leadership                          | Central Office, Elementary, Middle, High | 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3                     |
| 3/8/2018  | 6:00 PM    | 7:00 PM  | 1.00                                 | Afterschool 3rd grade concert   | Community & External Leadership  | Elementary & Community                   | 5.1, 5.2  |
| 3/5/2018  | 3:45 PM    | 4:45 PM  | 1.00                                 | Managing Afterschool Enrichment Club  | Support system for academic extracurricular activities                             | Elementary                               | 4.1, 4.4, 5.2, 5.4                                    |
| 3/12/2018 | 10:00 PM   | 11:30 PM | 1.50                                 | Working on putting diagnostician academy together   | Human Resource Leadership, Internship & Clinical Practice, Operations & Management | Central Office, Elementary, Middle, High | 6.1, 6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3 |
| 3/15/2018 | 9:45 AM    | 1:00 PM  | 4.25                                 | Another school's diagnostician quit and I had to help with testing  | Ethics & Professional Norms  | Community, Central Office, and Middle    | 2.1, 2.4, 3.2, 4.3                                    |
| 3/9/2018  | 11:30 AM   | 4:00 PM  | 4.50                                 | Created SOL small group folders and collected materials for writing SOLs  | Instructional Leadership   | Middle                                   | 4.1, 4.3, 4.4   |
| 3/13/2018 | 8:30 AM    | 10:30 AM | 2.00                                 | Administered a one-on-one SOL writing mc  | Instructional Leadership   | Middle                                   | 4.1, 4.3, 4.4   |

| Date      | Start Time | End Time | Total Time<br>(round to<br>1/4 hour) | What did you work on? (brief description of overall project + specific task accomplished)  | Topic   | Area                                     | Standards   |
|-----------|------------|----------|--------------------------------------|--|---|--|---|
| 3/14/2018 | 8:30 AM    | 11:00 AM | 2.50                                 | Administered a one-on-one SOL writing prompt   | Instructional Leadership  | Middle                                   | 4.1,4.3,4.4   |
| 3/17/2018 | 1:00 PM    | 3:30 PM  | 2.50                                 | PBL for finance and supervision  | Community & External Leadership, Operations & Management  | PBL                                      | 5.1,5.2,5.3,5.4, 6.2,6.3,6.4                        |
| 3/21/2018 | 6:20 PM    | 8:10 PM  | 1.75                                 | VAAP Binder review for Reading 7th & 8th grade   | Ethics & Professional Norms   | Middle                                   | 2.1,2.4, 3.2, 4.3                                   |
| 3/23/2018 | 7:50 AM    | 3:20 AM  | 7.50                                 | Acting as AP and Designee as one of the AP's is on duty as Principal today due to Principal and other AP being out of the building. Student under investigation today due to having a conversation about bringing a gun to school today. Police department was notified and dog search was completed | Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice                              | Community & Middle school                | 1.3, 4.4, 6.4, 8.1, 8.2                             |
| 3/26/2018 | 6:00 PM    | 8:00 PM  | 2.00                                 | Worked on putting diagnostician academy together and sending out correspondence  | Human Resource Leadership, Internship & Clinical Practice, Operations & Management                          | Central Office, Elementary, Middle, High | 6.1,6.2,6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3 |
| 4/8/2018  | 9:00 AM    | 10:00 PM | 13.00                                | Worked on Finance and Supervision PBL. Studying the SIP and creating a new SIP.  | Community & External Leadership, Operations & Management  | PBL                                      | 5.1,5.2,5.3,5.4, 6.2,6.3,6.4                        |
| 4/16/2018 | 7:50       | 3:20     | 7.5                                  | Acting as AP and Designee as one of the AP's was at an elementary school completing transition meetings for rising 6th graders.  | Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice                              | Middle                                   | 1.3, 4.4, 6.4, 8.1, 8.2                             |
| 4/18/2018 | 7:50 AM    | 3:20 PM  | 7.50                                 | Went to SOL prototyping training from 8:30-9:20, and then spent the rest of day creating the small group testing sessions for all three grade levels and classes with end of year SOLs.  | Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice                              | Central Office & Middle                  | 1.3, 4.4, 6.4, 8.1, 8.2                             |
| 4/19/2018 | 8:30 AM    | 11:00 AM | 2.50                                 | Went to Central Office to work with the Supervisor of Psychologists and Diagnosticians to finalize the agenda for Monday's Diagnostician Academy. Also discussed hiring process and went through Munis to review resumes for applicants who are not currently county employees                       | Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership | Central Office, Elementary, Middle, High | 6.1,6.2,6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3 |
| 4/23/2018 | 8:30 AM    | 4:00 PM  | 7.50                                 | Facilitated an all day diagnostician academy reinforcer session for 13 county employees who are interested in becoming an educational diagnostician  | Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership | Central Office, Elementary, Middle, High | 6.1,6.2,6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3 |
| 4/25/2018 | 3:45 PM    | 4:45 PM  | 1.00                                 | Manged After school enrichment program for elementary  | Community & External Leadership   | Elementary                               | 5.1,5.2   |



