# APPENDIX B - REQUIRED INTERNSHIP ACTIVITIES

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|  | **Required Activity (approximate hour minimum)** |
| **Standard 1** | * Serve as a member or leader of the school improvement planning team (16) * Compare and contrast your school’s mission statement with the district’s mission and strategic goals, and with at least one other school’s mission statement. Prepare recommendations for updating the mission; present recommendations to administration (6) * Review and revise your personal Platform of Beliefs created in EDLE 620. Discuss this document with your site supervisor and one or more teachers in your school and reflect on how your beliefs as a leader have changed (4) |
| **Standard 2** | * Implement and evaluate the school improvement project (60) * Lead a staff development program based on assessed needs of the school and the school’s vision and goals (12) * Conduct walkthrough observations using a template or observation tool that exists in your school. Meet with an assistant principal and discuss data that were collected. Follow up with teachers to the extent recommended by the assistant principal (8) * Participate in or lead an in-service program or evaluation related to the integration or use of instructional technology (8) |
| **Standard 3** | * Review hiring procedures at your school, and participate in the process of interviewing potential new hires (8) * Participate in the development of the school’s master schedule (6) * Participate in developing the school budget proposal or reconciliation of school financial accounts/records (6) * Participate in a building maintenance or safety audit or walk-through (6) |
| **Standard 4** | * Organize and participate in an activity that involves parents and/or families in students’ learning (12) * Organize and run one or more community focus groups dealing with suggestions for improving visibility and communications with the local school community. Present recommendations to administration (12) |
| **Standard 5** | * Lead a group of fellow professionals in the school to study your school’s disciplinary procedures and practices, with an emphasis on fairness and equity. Prepare recommendations for improvement (8) * Attend one or more special education placement or annual review meetings (8) |
| **Standard 6** | * Attend at least 1 school board meeting and record actions taken and reasons for the actions, including policies and regulations that affect schools or the educational opportunity of students (6) * Participate in or lead the process of writing a grant application for the school (8) * Create and enact an advocacy plan seeking to address a needed change in policy or practice that impacts the lives of students in your school or school community (10) |