# APPENDIX H: SAMPLE INTERNSHIP LOG AND JOURNAL

**Intern Name:**

**First Semester Enrolled:**

**Site Supervisor:**

**University Supervisor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date and Contact | **Time****(hrs)** | **Activity (Brief)** | **Relevant ELCC Standards Met (use #’s)** | **Role (L, A, P, O\*)** |
| 9/10/15Mr. Smith | 5 | Led a school improvement team meeting dealing with developing a new vision statement for our school | 1.1, 2.1, 3.4 | L |
| 9/12/15 | 3 | Participated in a math team meeting to examine formative assessment data to gauge our progress on standards | 1.2, 3.4, 5.1 | P |
|  |  |  |  |  |
|  | **8** | **Running Total** |  | **\*Leader, Assistant, Participant, Observer** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week of | Activity | Location | Reflection |
| 9/10/15 | School leadership team meeting on school vision | Home school | The School Leadership Team is working on developing a new vision statement for the school this year. I attended this first meeting as a co-facilitator of the team. The team includes reps from each grade level. We heard from Ethel how important it is to get “buy-in” for the mission. She also told us that we need the mission statement to be completed by October 1 so that it is incorporated into the school’s annual improvement plan. Our meeting seemed to be sort of non-directed. The agenda wasn’t printed and those of us who are new didn’t get a sense of how this committee really works. I tried to just listen the whole time and see if I could figure out my role and responsibilities. The deadline seems rather close if we are going to really get input from stakeholders, which makes the exercise seem artificial. As a leader, I wonder if it wouldn’t be better to let the team focus on reviewing our current mission before the deadline, communicating to faculty and staff that we did this, and look at spending more time during the year seeking significant input for a full revision.This activity relates to ELCC standard 1.1, primarily, since we are focused on reviewing and maybe revising the school’s mission and vision. As noted above, I think there isn’t enough time to get stakeholder input, making this seem artificial. This is intended to be a collaborative process. Since the leadership team includes reps from each grade level, the team could review the mission, but I have concerns that special area teachers are not represented. If I were leading the process, I might pay more attention to the in establishing ground rules, and suggest an alternative goal that would better suit the time line we are under. I will speak with Ethel between meetings, and feel that I must play a more active role in agenda-setting and facilitating to promote more diverse input. |