# CONSOLIDATED INTERNSHIP LOG

(please color code other site activities)

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| **ELCC Standard 1.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | Serve as a member or leader of the school  improvement planning team (16) | 1.3, 1.4, 2.2 |  |
|  |  | 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) | 1.1, 1.2, 3.1 |  |
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| **ELCC Standard 2.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | Implement and evaluate the school  improvement project (60) | 2.1, 2.2, 2.3,  3.4, 4.1 |  |
|  |  | Lead a staff development program based on  assessed needs of the school and the  school’s vision and goals (12) | 2.2, 2.3, 2.4,  1.2, 1.2 |  |
|  |  | 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) | 2.1, 2.2, 2.3,  3.5 |  |
|  |  | Participate in or lead an inservice program or evaluation   related to the integration or use of instructional   technology (8) | 2.4, 2.2, 2.3 |  |
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| **ELCC Standard 3.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | Review hiring procedures at your school,  and participate in the process of interviewing potential new hires (8) | 3.1, 3.2, 3.3 |  |
|  |  | Participate in the development of the  school’s master schedule (6) | 3.5, 3.1, 3.2 |  |
|  |  | Participate in a building maintenance or  safety audit or walk-through (6) | 3.2, 3.3 |  |
|  |  | Participate in developing the school budget proposal or   reconciliation of school financial records/accounts (6) | 3.2, 3.3 |  |
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| **ELCC Standard 4.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | Organize and participate in an activity that  involves parents and/or families in students’  learning (12) | 4.2, 4.3. 4.4 |  |
|  |  | 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) | 4.1, 4.2, 4.3 |  |
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| **ELCC Standard 5.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | 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) | 5.1, 5.2, 5.3,  5.4, 5.5 |  |
|  |  | Attend one or more special education  placement or annual review meetings (8) | 5.1, 5.3, 5.4,  6.1 |  |
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| **ELCC Standard 6.0** | | | | |
| **Dates, location** | **Time**  **(hours)** | **Activity (Brief)** | **Standard**  **Element(s)** | **Role**  **(L/A/P/O)\*** |
|  |  | 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) | 6.1, 6.2 |  |
|  |  | Participate in or lead the process of writing  a grant application for the school (8) | 6.1, 6.2, 6.3 |  |
|  |  | 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) | 6.2, 6.3 |  |
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| Total time | |
| Home  school |  |
| Site 2 |  |
| Site 3 |  |
| Total hours |  |

\*Leader, Assistant, Participant, Observer