

2. Caring Leadership

The five areas of Internship Activities listed in this section represent areas of professional practice in which the intern has been engaged throughout the internship plus a section for the Internship Project.

- The intern will enter the total number of logged hours for each activity and indicate the experiences and evidence (artifacts) for each section.
- Upon completion of the internship, the Site Mentor should review this form with the intern.
- Please indicate your evaluation of the intern in each of the sections using the rubric listed below. Sign the evaluation and present it to the College Supervisor at the 3rd visit.

Table 1: Please use this rubric to evaluate the Intern for each item within the five sections plus the Internship Project:

	4 Highly Effective	3 Effective	2 Developing	1 Needs Improvement
Knowledge	Possessed or acquired substantial knowledge; applied knowledge to competent performance	Possessed or acquired substantial knowledge; applied knowledge to performance	Possessed or acquired general knowledge; applied knowledge to perform	Possessed or acquired little or no knowledge;
Responsibility	with considerable independent administrative or supervisory responsibility needing little or no external direction	with some independent, administrative or supervisory responsibility or with limited external direction	with limited independent, administrative or supervisory responsibility or needed external direction	participated as an observer without active participation or had no opportunity to participate

Leaders are caring when they:

- address the staff's and student's professional and educational needs competently and in a caring manner
- are perceived as caring by students under their care
- are perceived as caring by families and community
- are perceived as caring by colleagues

ITEM #	INTERN ACTIVITY	SUGGESTED HOURS	FALL YR	SPRING YR	SUMMER YR	Knowledge	Responsibility
201	Supervision of classroom instruction	20					
202	Orientation of new staff members	5					
203	Preparation and presentation of a report at a faculty meeting on a pertinent topic and leading a discussion on the topic	3					
204	Presentation of reports or leading discussions at departmental or cluster-group meetings	5					
205	Scheduling of student programs	10					
206	Handling of student discipline cases, including follow-up with parents and involved teachers	20					
207	Student transportation supervision (school-to-home, special trips)	3					
208	Participation in building inspections for safety, security, cleanliness, and maintenance	5					

209	Scheduling and follow-up of after-school use of facilities	2					
210	Presentation of a report and/or leading a discussion at a Parents' Assoc. or other meeting of community people	2					
211	Preparation of material on a pertinent topic to be sent to parents or community groups	5					
TOTAL		80					
TOTAL LOGGED HOURS							

Ways in which these practices were experienced at this internship site.

- Collaboratively develop and implement professional development that reflects current school needs and is aligned with school and district goals
- Ensure that staff members transfer learning from professional development into instructional practices
- Engage staff in formal dialogue about teaching and learning
- Build staff capacity by encouraging individual professional growth
- Actively seek personal professional growth opportunities that enhance his/her instructional knowledge and leadership capacity
- Establish and maintain a safe, encouraging, inclusive, and respectful school environment where stake-holders feel invested in the school
- Create and nurture a culture that demonstrates a commitment to high academic and behavioral standards for all students and teachers
- Exhibit a genuine, positive, and approachable demeanor
- Collaborate with colleagues to achieve organizational goals while still meeting the needs of individuals; Other: Please describe:

Evidence (artifacts) provided includes:

- Meeting minutes and attendance sheets
- Calendar of activities
- Student data showing improvement
- Student, teacher, parent satisfaction surveys
- School climate surveys
- Working conditions survey
- Notes and sources of readings from books, articles, relevant web sites related to this topic
- Correspondence with experts in this area
- Other (please describe):