

## 5. Learning to Learn

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 3<sup>rd</sup> visit.

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

|                       | <u>4</u><br>Highly Effective                                                                                       | <u>3</u><br>Effective                                                                                  | <u>2</u><br>Developing                                                                              | <u>1</u><br>Needs Improvement                                                                 |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Knowledge</b>      | 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;                                                 |
| <b>Responsibility</b> | 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 exhibit learning to learn skills through:**

- gaining important information on one's own
- transferring what has been learned to new contexts
- possessing the disposition toward life-long learning

| ITEM | INTERN ACTIVITY                                                                                                                                          | SUGGESTED HOURS | FALL YR | SPRING YR | SUMMER YR | Knowledge | Responsibility |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|-----------|-----------|-----------|----------------|
| 501  | Preparation and presentation of a report at a faculty meeting on a pertinent topic and leading a discussion on it                                        | 5               |         |           |           |           |                |
| 502  | Presentation of reports or leading discussions at departmental or cluster-group meetings                                                                 | 5               |         |           |           |           |                |
| 503  | Familiarization with the details of employee contracts of teachers, administrators and non-professional employees                                        | 5               |         |           |           |           |                |
| 504  | Preparation of an analysis of the proceedings of district board meetings in terms of their implications to the administrator of a school in the district | 5               |         |           |           |           |                |
| 505  | Presentation of a report and/or leading a discussion at a Parents' Assoc. or other meeting of community people                                           | 5               |         |           |           |           |                |

|                     |                                                                                        |              |  |  |  |  |  |
|---------------------|----------------------------------------------------------------------------------------|--------------|--|--|--|--|--|
| 506                 | Preparation of material on a pertinent topic to be sent to parents or community groups | 5            |  |  |  |  |  |
| <b>TOTAL</b>        |                                                                                        | <b>30</b>    |  |  |  |  |  |
| <b>TOTAL LOGGED</b> |                                                                                        | <b>HOURS</b> |  |  |  |  |  |

**Ways in which these practices were experienced at this internship site:**

**Gain knowledge about:**

- organizational theory and development; human resource management;
- school finance and law; instructional supervision;
- educational policy and politics; data analysis and interpretation
- curriculum development and adaptation human growth and development
- leadership strategies and characteristics Etc.
- Other (please describe):

**Evidence (artifacts) provided includes:**

Growth statement

Annotated bibliography of well chosen readings

Documentation of sources when presenting information

Notes and sources of readings from books, articles, relevant web sites  
related to this topic Correspondence with experts in this area

Other (please describe):