

1. Strategic Decision Making

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:

	<u>4</u> Highly Effective	<u>3</u> Effective	<u>2</u> Developing	<u>1</u> 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 strategic decision makers when they:

- make decisions fairly and collaboratively
- are informed by the relevant research and evidence
- formulate strategy to achieve the school's goals
- articulate and communicate an educational vision consistent with the school's mission

ITEM #	INTERN ACTIVITY	SUGGESTED HOURS	FALL YR	SPRING YR	SUMMER YR	Knowledge	Responsibility
101	Curriculum development and evaluation (school-wide)	20					
102	Scheduling of teachers' classroom assignments	5					
103	Scheduling of teachers' non-teaching duties (eg. lunch, recess, hallway, bus, etc.)	5					
104	Participation in the process of selecting among candidates for staff positions	5					
105	Coordination of the school's overall extracurricular program and other student after school activities	5					
106	Planning and supervising student assembly programs	5					
107	Planning and supervising beginning-of-year, opening of school routines	5					
108	Planning and supervising end-of-year, closing of school routines, including graduation exercises	5					
109	Participating in principal's or superintendent's cabinet or other strategic planning meetings	5					
110	Scheduling and follow-up of after-school use of facilities	5					
TOTAL		65					
TOTAL LOGGED HOURS							

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

Evaluate and align resources (time, talent, dollars, and staff) to support the school's instructional improvement efforts and goals

Collaborate with staff and the community in resource allocation decisions that are aligned with district and school goals

Design, follow, and enforce policies and procedures that provide for the effective, safe, and lawful operation of the school

Develop and implement a written security and crisis management plan and provides appropriate training for stakeholders

Collaborate with colleagues to improve student achievement

Other (please describe):

Evidence (artifacts) provided includes:

Master school schedule showing individual and collaborative planning

Evidence of shared decision making and/or distributed leadership

Study group agenda and

minutes curriculum plans

orientation program

opening/closing of school

routines Other (please describe)

