

COLLEGE SUPERVISOR'S CHECKLIST

ePortfolio Checklist

Name of Intern:

The following items must be submitted to the student ePortfolio for completion of Internship.

I. Preliminary Items:

- ☐ Completed Internship Application
- ☐ Evidence of 100 Hours of CRLA's
 - ☐ Signed Cover Sheets/One-Page Brief Summaries
 - ☐ Signed Logs
- ☐ Proof of Mentor's NYS SAS/SDA/SBL/SDL Certification
- ☐ Current Resume
- ☐ Completed Program Proposal (To be the focus of discussion at the visit)

II. Mission, Philosophy, Vision:

- ☐ Mission Statement
- ☐ Philosophy of Education
- ☐ Philosophy of Leadership
- ☐ Vision for Learners
- ☐ Vision for Teachers
- ☐ Vision for the Organization
- ☐ Vision for Professional Growth
- ☐ Role of Technology

III. The Internship Documentation

- ☐ Chronological Logs signed by the site mentor. There should be one complete chronological log including all activities addressing the specific points from all five areas (strategic decision making, caring leadership, multicultural perspectives and understanding, learning to learn, and technology) plus all activities leading to completion of the Internship Project. A minimum of 250 hours must be logged in the five areas and 150 hours logged for the Internship Project
- ☐ A set of chronological reflective journals
- ☐ Evidence of Internship Competencies for all of the five major areas plus the Internship Project. There must be adequate evidence for each of the five areas plus the project
- ☐ Cumulative Log of all Internship Activities sorted by the five major areas plus the project
- ☐ Summary journal of experiences for each of the five areas plus one for the Internship Project
- ☐ Three site visit reports – intern
- ☐ Three site visit reports – college supervisor
- ☐ Internship Summary for Transcript Annotation
- ☐ Completed summary evaluation form signed by the mentor

IV. Internship Project

- ☐ A complete description of the Internship Project including:
 - o Purpose
 - o Activities
 - o Outcomes
 - o Evidence
- ☐ Video file of the Internship Project activity

V. Concluding Reflections

- ☐ Exit Leadership Survey and Chart
- ☐ Growth Statement based on Survey and Chart

VI. Exit Surveys

- ☐ Intern self-evaluation:
- ☐ College Supervisor evaluation:
- ☐ Site Mentor evaluation: