

Internship and Evaluation Plan

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August 26, 2020

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Week/Activity	Artifacts	Number of Hours	ELCC Standard
Week 1: 8/20/20-8/26/20 <ul style="list-style-type: none"> Attend Evaluator Training for evaluator certification. Attend district school board meeting via YouTube regarding school reopening plans. 	<ul style="list-style-type: none"> Evaluator certificate. Agenda for board meeting. 	25	Standard 3 and 6: Element 3.5 Ensure teacher and organizational time focuses on supporting high quality school instruction and student learning. Element 6.2 Act to influence local, district, state, and national decisions affecting student learning in a school environment.
Week 2: 8/27/20-9/2/20 <ul style="list-style-type: none"> Collaborate with assistant principal to review and modify schoolwide discipline plan. Create testing schedule for MAP virtual and face-to-face. 	<ul style="list-style-type: none"> Copy of School Discipline plan Testing Schedule (Google Spreadsheet) 	20	Standard 1 and 3: Element 1.4 Evaluate and revise school plans for continuous improvement supported by school stakeholders. Element 3.3 Promote school-based policies and procedures that protect the welfare and safety of students and staff within the school.
Week 3: 9/3/20-9/9/20 <ul style="list-style-type: none"> Attend PD for virtual learning guidelines - synchronous and asynchronous Interview with Board Chairman and/or former superintendent. Schedule and attend parent-initiated meeting for student with 504 (student has dyslexia) 	<ul style="list-style-type: none"> PD agenda or presentation Interview 	10	Standard 2, 4 and 5: Element 2.4 Promote the most effective and appropriate technologies to support teaching and learning Element 4.1 Collaborate with faculty and community members to collect and analyze information pertinent to the improvement of the school's educational environment. Element 5.4 Evaluate the potential moral and legal consequences of decision making in the school

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Week 4: 9/10/20-9/16/20 <ul style="list-style-type: none"> Create presentation for virtual open house Present slides to parents 	<ul style="list-style-type: none"> Link to virtual Open House Presentation (Google Slides) 	10	Standards 1, 2 and 3: Element 1.3 Promote continual and sustainable school improvement. Element 2.1 Sustain a school culture and instructional program through collaboration, trust, and a personalized learning environment with high expectations for all students. Element 3.3 Promote school-based policies and procedures that protect the welfare and safety of students and staff within the school.
Week 5: 9/17/20-9/23/20 <ul style="list-style-type: none"> Evaluate data from last week's MAP assessment with site principal Attend 5th grade PLC Evaluation II -Sept 21st (time TBD) 	<ul style="list-style-type: none"> Visual/chart of MAP results PLC agenda/notes Instrument of Leadership Effectiveness 	12	Standard 1 and 2: Element 1.2 Collect and use data to identify and achieve school goals, and assess organizational effectiveness Element 2.3 Develop and supervise the instructional and leadership capacity of school staff
Week 6: 9/24/20-9/30/20 <ul style="list-style-type: none"> SPED delivery-parent perspectives and analysis Analyze budget of extra-curricular activities (if time permits) 	<ul style="list-style-type: none"> Analysis of interview with parents. Budget analysis (if time permits) 	13	Standard 6: Element 6.1 Advocate for school students, families, and caregivers. Element 3.2 Efficiently use human, fiscal, and technological resources to manage school operations.
Total		90	

Communication with my mentor principal and GCU faculty supervisor varies depending on availability and preference. My new supervisor lives in Oklahoma, and we have learned that we communicate best via phone. My mentor principal and I usually communicate via phone or text, and she administers a neighboring school so she is not far in distance. With the current pandemic, communication can be difficult at times, but we are continuing to strive for greatness

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and meet the needs of our community, and the requirements for this internship. I reach out to my mentor weekly, and my supervisor and I had an insightful conversation a few days ago. I will communicate with him again via email as we get closer to our evaluation date, and if there are any questions or concerns throughout the internship.