

## EAD 539 Internship Activity Log

Candidate Name: Kiara Wilson

Report Dates: from 8/20/2020 to 9/30/2020

Principal Mentor Name: Dr. Chandra Richardson

GCU Faculty Supervisor Name: Lynn Flick

Activity	Number of Hours	Professional Standards Satisfied
Review school's discipline plan-discussed strategies for improvement, PBIS, modifications to referral system, review for draft submission <b>Artifact: JES Discipline Plan</b>	5	2.1, 3.3, all of Standard 5
Developing Administrator Program <b>Artifact: 1st Meeting Agenda/Handouts</b>	3	5.2, 5.4, 6.3
Create MAP testing schedule for virtual and face-to-face students, adhering to social distancing guidelines and best practices <b>Artifact: Testing Schedule</b>	1	1.2 2.1, 3.2, 3.5
Organize remaining textbooks after distributing to students, place them in appropriate bookrooms <b>Artifact: Signed Activity Log</b>	1	3.2
Analyze school's renewal plan, review data from needs assessment <b>Artifact: Supporting an Effective Learning Environment</b>	3	1.3, 1.4, 2.1, 2.2
Attend PD for virtual learning guidelines (for both synchronous and asynchronous students) <b>Artifact: Virtual Learning Presentation</b>	3	2.4
Review data from CIP to determine the effectiveness of action plans, how information is reported to stakeholders <b>Artifact: Sustaining Environments</b>	3	1.1, 1.2, 1.3, 1.4
Administer and proctor MAP assessment for all 66 virtual 4th grade students (3 days) <b>Artifact: Signed Activity Log</b>	12	1.2 2.1, 3.2, 3.5
Updated/edited school staff directory <b>Artifact: Staff Directory</b>	3	3.1, 3.2

Reviewed rosters for the upcoming year to identify students who require mental health services- also reviewed the mental health referral process. Information will be distributed to respective teachers. <b>Artifact: Signed Activity Log</b>	2	5.1, 5.4, 5.5, 6.1
KCSD Virtual School Board Meetings <b>Artifacts: Meeting Agendas</b>	4	6.2, 6.3
Interview with current school board chairman to discuss his campaign for re-election <b>Artifact: Interview</b>	2	4.1, 4.2, 4.4, 5.2, 6.1, 6.2
SPED Delivery- Parent Perspectives (Plan of Action) --3 interviews with families of students with disabilities and research/develop plan of action <b>Artifact: Plan of Action and research</b>	15	4.1, 4.2, 4.3, 6.1
Create presentation for virtual open house and present slides to parents <b>Artifact: Open House Presentation</b>	6	1.3, 2.1, 3.3
Evaluate data from fall MAP assessment, discussed strategies for grouping students <b>Artifact: MAP Results</b>	2	3.5, 4.1
Attend 5 <sup>th</sup> grade PLC (two meetings) <b>Artifact: PLC Agenda/Notes</b>	2	1.2, 2.3
Attended IEP meetings (annual reviews) <b>Artifact: Signed Activity Log</b>	2	4.3
Lego STEM Kit-presentation to teachers and deliver kits <b>Artifact: Signed Activity Log</b>	3	1.1, 2.4, 3.5
Budget Analysis of Extra-Curricular Activities (with Mrs. Benson) <b>Artifact: Budget Analysis</b>	5	3.2
Organize Bookrooms <b>Artifact: Signed Activity Log</b>	12	3.2
Grade Level Core Plan/SLO Meeting <b>Artifact: Meeting Agenda</b>	2	1.1, 3.4

*The data entered into the Activity Log may be audited for accuracy by a College of Education Representative. Falsifying information is a form of Academic Dishonesty and is a violation of GCU's Code of Conduct Policy.*

Total Internship Hours Served: 91

Principal Mentor's Signature: \_\_\_\_\_

GCU Faculty Supervisor's Signature: \_\_\_\_\_