

Fall Internship Activities – EDLD 622
(Twenty Activities Required)

Intern Name

Intern Cell Phone

Principal Name

Principal Email

Activity #	Fall Internship	ELCC Standard	Projected Completion Date	Probable Artifact	R	P Q P
2-1	Interview the Cafeteria Manager regarding budget, meal planning, scheduling, and payroll issues. Discuss procedures for field trips and special events. Then, supervise students for 3 days in the cafeteria. Find a way to support and acknowledge cafeteria staff.	3.1				
2-2	Observe and coach an experienced teacher, selected by the principal. Conference with him/her a minimum of two times. Provide feedback and support and assist in the development of a professional growth plan.	2.4				
2-3 Suggested for CMS students. (DataWise)	Work with a team of teachers to develop and administer common assessments. Ensure the use of this data in lesson preparation, and reteaching interventions.	2.3				
2-4	Participate in or facilitate the process of writing/modifying and sharing the school improvement plan. Specify how the school vision and use of data drive this plan.	1.4				
2-5	Meet with a school committee to discuss school climate. Develop strategies to improve relationships between diverse groups in the school. (Staff or students)	2.1				
2-6	Make a presentation to the staff regarding FERPA, communicable disease or sexual harassment policies. Video tape the presentation and critique. Secure feedback from site supervisor.	6.1				

2-7	Assist with the implementation of an induction program that meets the needs for new faculty and their mentors.	3.1				
2-8	Handle discipline infractions according to school policies and procedures. <u>One of which should be a Special Needs Student</u>	5.1				
2-9	Conduct three “walk throughs” in the classroom of a beginning teacher to identify strengths and needs. Coach this teacher by helping in the creation of lesson plans, organization of classroom management, and monitoring of student progress over a period of four to six weeks.	2.2				
2-10	Develop questions related to an instructional need specific to the school. Meet with a curriculum specialist in the school district to discuss strategies, resources and implementation of specific best practice activity addressing this need. Summarize your findings and share with the principal.	2.3				
2-11	Hold a focus group where parents and/or community partners are involved to review the school’s current vision, mission and improvement plan. Document the suggestions to promote the vision, mission and improvement plan. Share results with the principal.	1.5				
2-12	Attend PTA functions serving as the administrator. Follow through by assisting with tasks determined by the group.	4.1				
2-13	Interview one of the school’s community partners to discuss ways to improve or expand the	4.3				

	partnership. Follow through with at least one of the suggestions made by the community partner. (If no partnerships exist, attempt to establish one.)					
2-14	Meet with the principal, AP, or parent coordinator to create a school profile (programs, curriculum, facilities, diversity populations, etc.) that will be highlighted during school tours. Using this information, conduct a tour for new parents or visitors to the school. If the parent has a child entering the school, assist with student registration.	6.2				
2-15	Attend a minimum of two School Leadership Meetings to observe the structure and decision making procedures. Document the communication skills of the principal in these meetings, with attention given to promoting the vision of the school and building shared commitment from the leadership team. Assist the principal in following up on agenda items.	1.4				
2-16	Organize and facilitate emergency evacuation procedures, including one fire drill, one tornado drill and one school lock down. Document the effectiveness of the drills, and make recommendations to improve safety.	3.2				
2-17	Conduct a presentation for the faculty advocating programs and best practices that promote and provide equitable learning opportunities for all students. Collect feedback from the staff through an evaluation form.	6.3				