

Virginia Tech School of Education

Program for the Preparation of School Principals and Supervisors

Assessment of Internship Objectives

Name	Visit Date
	Mentor 1
Cohort Years	Mentor 2
	Mentor's School
Campus Supervisor	Home School Principal
	Home School
	Division

Object ive	Objective description	Assessed ELCC standard and element	Criteria			Rating	Comments	
			0=Unacceptable (Continuing)	1=Acceptable	2=Target (Exemplary)			
1.	Prepare profile of primary internship site.	None						
	a. Short profile (quick profile to “get into” the school)							
	b. Long profile (complete over the duration of the internship)		1.1					
			1.2					
			1.3					
			1.4					
			1.5					
2.1								

2.	Analyze 3 yrs SOL scores, assist in developing plan to improve scores.	1.2					
		2.3					
3.	Assist w/analyzing SOL scores for class/dept, work w/teacher/dept to develop plan to improve scores.	2.3					
4.	Work w/ principal and staff to prepare or implement renewal/improvement plan.	2.2					
5.	Analyze curriculum, charts, scope and sequence guides for 1 core area of SOL. Reflect on value to student learning.	2.2					
6.	Examine textbook, does it match SOL standards and gender/ethnic diversity issues.	2.2					
7.	Describe, critique procedures for identifying students w/disabilities, recommendations for change.	4.2					
8.	Participate in admin/super of all phases of implementing federal/state laws, rules and regs. re: children w/disabilities. Write reflection of effectiveness.	4.2					
9.	Participate in admin/super perspective in all phases of implementing federal/state laws, rules and regs re: children under Sec. 504. Write reflection of effectiveness.	4.2					
10.	Write/revise plan for identifying at-risk students and helping to increase their academic achievement and aspirations. Make recommendations for adding/changing policies.	4.2					
11.	Participate in, monitor, observe preparation of school's schedule (e/m), assist w/scheduling activities (h) for year. Use scheduling software. Write reflection on schedule contributions to student learning.	3.3					
12.	Use locally adopted policy for staff evaluations, conduct a comprehensive performance evaluation w/ pre and post conferences.	3.1					
13.	Work w/principal in developing a plan of action or improvement plan for teacher w/ deficiencies.	3.1					
14.	Assess staff development needs and plans, conduct 1 staff development program.	2.4					
15.	Participate in screening/interviewing faculty/staff to fill positions.	3.3					
16.	Review vocational (career) education plan with director. Write reflection.	2.2					

17.	Write research-based plan to identify and provide assistance to students not reading at level. Review reading remediation plans. Critique.	2.2					
18.	Review and evaluate 5 yr technology plan. Make recommendations.	3.3					
19.	Analyze communication system. Make recommendations.	4.1					
20.	Create plan to increase involvement of community. Implement one of your proposals.	4.3					
21.	Work with news media to feature school in some way.	4.1					
22.	Work with principal and faculty with new or existing community partnership to enhance student achievement. Write reflective statement.	4.3					
23.	Assist your mentor w/opening and closing the school year.	None					
24.	Work w/principal to develop a school budget.	3.3					
25.	Review school's accounting procedures/financial statements/financial audit. Note concerns and remedies, record your learning.	None					
26.	Handle 1 serious disciplinary problem. Write reflective piece.	3.2					
27.	a. Evaluate custodial operations. b. Evaluate maintenance procedures. c. Make recommendations.	3.1					
28.	Conduct complete safety audit. Make recommendations.	3.1					
29.	Review and recommend improvements in crisis plan.	3.1					
30.	Conduct and evaluate emergency drill.	3.1					
31.	Conduct and evaluate bus evacuation.	3.1					
32.	Identify diversity issues and find how the issues were handled. Make recommendations.	6.2					
33.	Find a situation you feel entirely out of place. Write about your feelings/thoughts related to experience.	Disposition					
34.	Identify 3 leadership objectives related to operation or setting.	None					
35.	Attend at least one grade-level or department planning session at each level. Write a brief reflective statement.	None					
36.	Observe and describe leadership of primary administrators of the community agency. Compare to leaders observed in school settings.	6.1					

37.	Observe and describe collaborative relationships in which community agency is engaged.	6.2					
38.	Observe and describe work of community agency w/children and families.	6.3					
39.	Describe work with the agency. Identify barriers.	4.1					
40.	Attend at least 1 school board meeting. Record actions, reasons taken. Describe roles of administrators at meeting.	None					
41.	Attend at least 1 administrative staff meeting which superintendent presides. Briefly describe vision staff holds. Critique vision.	None					
42.	Observe and describe roles/responsibilities of central office administrators and supervisors and their relationships w/schools.	3.3					
43.	Describe policy-making and implementation processes by following one policy from origination to implementation and evaluation.	6.1					
44.	Describe the budgeting process at the central office level.	3.3					
45.	Critique local school board's policies on ethics and diversity.	5.1					
		5.2					
		5.3					
Objectives 46-70 are OPTIONAL							
46.	Describe operation of academic, social, service clubs in school and supervise at least 3 extracurricular activities or special events. Write brief reflection.						
47.	Write or revise a plan offering preparation for college entrance exams.						
48.	Write or revise a plan to offer/extended term based on identified deficiencies or the need for student enrichment.						
49.	Work w/administrators, teachers, counselors to write plan to educate students on opportunities to take college credits.						
50.	Review/critique procedures for hiring or training teachers for program for gifted students. Make recommendations.						

51.	Review/critique procedures for protecting instructional time from interruptions and intrusions. Make recommendations.						
52.	Review/critique procedures for providing instructional and clerical assistance to teachers. Make recommendations.						
53.	Review/critique plan for recognizing/ rewarding achievement of students. Make recommendations.						
54.	Examine/review data on drop-outs and division's policies. Make recommendations.						
55.	Work w/counseling department in writing/revising job description for counselors.						
56.	Review/critique policies on adding course to the existing curriculum. Make recommendation.						
57.	Evaluate space allocated for administrative/ guidance/ secretarial services and records storage. Make recommendations.						
58.	Evaluate space allocated to media services. Make recommendations.						
59.	Evaluate science, fine arts, computer, vocational laboratories, and physical education facilities. Make recommendation.						
60.	Survey school and its site for use of hazardous chemicals. Determine if OSHA regulations are met. Make recommendation.						
61.	Write/revise a plan for vehicular traffic control and parking on school property. Evaluate and make recommendations.						
62.	Assist curriculum specialist in central office w/analyzing SOL test results. Work w/person to develop a plan.						
63.	Describe/critique policies and procedure for identifying gifted students and enrolling them. Make recommendation.						
64.	Supervise cafeteria during lunch. Write a reflective statement.						

65.	Attend a regional VHSL meeting. Review regulations, analyze roles and responsibilities.						
66.	Participate/observe principal mediating a staff-staff, staff-parent, or child-staff conflict. Write reflection.						
67.	Interview school secretary/classified staff member about roles and responsibilities. Write reflection.						
68.	Attend VA BOE meeting, record actions. Describe the roles. Write reflection.						
69.	Attend education committee meeting of the state delegate assembly and record actions. Write reflection.						
70.	Review w/principal or transportation supervisor procedures regarding school bus routes.						
Other Objectives							
O1.							
O2.							
O3.							
O4.							
O5.							
O6.							
O7.							

Note. Objectives 46-70 are optional and are not assessed for NCATE/ELCC purposes.

Summary of Hours:

Elementary:	
Middle:	
High:	
Vocational:	
Central Office:	
Agency:	
Other:	
Total:	