2020-21 Internship Action Plan

Educational Administration Program

Intern:

Mentor:

Principal intern Program Administrator intern (circle one)

(DATE)
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1. Internship Log and Plan for Logging Hours

This link provides access to an internship log for tracking hours. It can also be accessed at https://docs.google.com/spreadsheets/d/1SDfw91Bve-S9r9wKCCSE7pkjw-bXIXnC3b_742DDNLU/edit?usp=sharing.
2. **Internship Sites and Site Selection**

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<tr>
<th>Site</th>
<th>Mentor</th>
<th>Mentor Email</th>
<th>Site Description</th>
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**Communication Notes:** Any considerations your intern supervisor should keep in mind in communicating with your mentor or planning a site visit?
3. **Instructional Leadership Plan**

I plan to observe the following teacher(s) three times and have feedback meetings after each observation:

a. Morgan Roe, U.S. History and World History

4. **Equity & Culture Leadership Plan**

5. **Operations & Management Leadership Plan**

6. **Team Development & Leadership Plan**

7. **Financial & Strategic Leadership Plan**

8. **Community Engagement (Internal & External) Plan**

Intern Signature:_____________________  Date:___________________

Mentor Signature____________________  Date:___________________