



COLLEGE OF
EDUCATION

2020-21 Internship Action Plan

Educational Administration Program

Intern:

Mentor:

Principal intern Program Administrator intern (circle one)

(DATE)

Table of Contents

| | |
|--|---|
| 1. Internship Log and Plan for Logging Hours _____ | 3 |
| 2. Internship Sites and Site Selection _____ | 4 |
| 3. NELP aligned Leadership Planning _____ | 5 |

1. Internship Log and Plan for Logging Hours

This [link](https://docs.google.com/spreadsheets/d/1SDfw91Bve-S9r9wKCCSE7pkjw-bXIXnC3b_742DDNLU/edit?usp=sharing) 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

| Site | Mentor | Mentor Email | Site Description |
|------|--------|--------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

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: _____