

School Leadership Program - Documentation of Internship Graduation Requirements Year Long Cumulative Overview - 2021-22

| Core Experience Internship Activities | Hrs | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July |
|---|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|
| Curriculum Development: Curricular alignment, strategic planning, research and implementation, scheduling, differentiation, inclusion, etc. | | 15 | | 4 | | | 2 | 6 | 8 | | | | |
| Instructional Practice: Content strategies, classroom management, unit/lesson planning | | | 6 | 5 | 8 | | 8 | 15 | 12 | 20 | | | |
| Monitor/Assess Achievement | | | 4 | 10 | 2 | 8 | | | 6 | | | | |
| Facilities Management | | | | | | | 5 | | 5 | 5 | | | |
| Staffing: selection, supervision, professional development, induction, mentoring, support | | | 4 | 9 | | 2 | 17 | 13 | 30 | 15 | | | |
| Funding/Budget | | | | 1 | | | | 2 | 3 | | | | |
| School Climate: child development, correction/support, suspension, expulsion, safe schools, drug-free schools, abuse/harassment | | | | | | | 7 | 7 | 3 | | | | |
| Student Support Systems: IST, CST, tutoring, before/after school remediation | | | | 3 | | | | 5 | 5 | | | | |
| Exceptional Children: Students with IEP's, due process, LRE, meds | | 2 | | 2 | 2 | | | 4 | 2 | 25 | | | |
| Integrating Co-Curricular | | 5 | | 4 | 5 | | | 5 | 7 | | | | |
| Family/Community Relations: Public relations, participation with parents, school boards, central administration, association and community/state organizations | | | | | | | 5 | 13 | 7 | | | | |

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|---|--|----|----|----|----|-----|-----|-----|-----|-----|--|--|
| Using Technology: selection, utilization, and integration | | 2 | | | | | | | | | | |
| Monthly Hour Total: | | 24 | 14 | 38 | 17 | 10 | 45 | 70 | 88 | 65 | | |
| Cumulative Hour Total: | | 24 | 38 | 76 | 93 | 103 | 145 | 215 | 303 | 368 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 6/16/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 6/16/22

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - August 2021

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/Lead) | Description |
|--|------------------|-------|---|--|
| Curriculum Development (Becca/Easley) | 8/26/21, 8/31 | 15 | Collaborate/Lead | (Include description of activity; refer to PDE/ISLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning. Achieve balance by selecting standards and competencies across the year.) As a principal selected leadership the question we were discussing was how to improve instruction across K-8 (1.D, 2.F). Goal: Access what educators are doing and provide support. Developing ELA curriculum for Middle School (6-8) |
| Instructional Practice (Foote) | | | | |
| Monitor/Assess Achievement (Emily) | | | | |
| Facilities Management (Foote) | | | | |

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|--|------|----|---------------|--|
| Staffing (Feote) | | | | |
| Funding/Budget (Emily) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Fish/Emily) | | | | |
| Exceptional Children (Lori) | 8/25 | 2 | Observe | School-based meeting to discuss IEP accommodations and interventions. |
| Integrating Co-Curricular | 8/30 | 5 | Collaboration | Middle School ELA and Social Studies integrated curriculum meetings with Social Studies teachers. |
| Family/Community Relations (Feote) | | | | |
| Using Technology (Emie/Ron) | 8/30 | 2 | Observe | Meeting with technology lead at OEC to discuss how technology is used school-wide (it is available, but is it being used). |
| Monthly Hour Total: | | 24 | | |

Intern's Name (Type/Print): Kelly Schaal

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaal Date: 8/30/21

University-Assigned Mentor's Signature: Kate Sylvester Date: 8/30/21

School Leadership Program - Documentation of Internship Graduation Requirements
Monthly Overview - September 2021

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description (include description of activity; refer to PDE/SLCC standards covered, reference the cross-cutting competencies; explain relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.) |
|--|--------------------------|-------|--|--|
| Curriculum Development (Hecca/Tinsley) | | | | |
| Instructional Practice (Froze) | 9/7, 9/17, 9/18, 9/21 | 6 | Lead/Collaborate | Leadership Meeting (Focus: Mission and Vision) Meeting with Instructional Lead about school-wide curriculum and coaching. |
| Monitor/Assess Achievement (Emily) | 9/23, 9/24 | 4 | Observe | Meeting with MTSS about STAR Assessments and school-wide implementation and interventions. |
| Facilities Management (Froze) | | | | |
| Staffing (Froze) | 9/7, 9/8 | 4 | Collaborate/Lead | Meeting Community Lead in order to plan a leadership meeting. Discussed mission/vision and how to inspire leadership towards action. Meeting itself focused on how we engage as a team in the area of instruction (I. B. U.D) |
| Funding/Budget (Emily) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Josh/Emily) | | | | |
| Exceptional Children (Loel) | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Froze) | | | | |

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|---------------------------------|--|----|--|--|
| Using Technology (Ernie/Ron) | | | | |
| Monthly Hour Total: | | 14 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 9/25/21

University-Assigned Mentor's Signature: Kate Sylvester Date: 9/25/21

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - October 2021

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description <small>(Include description of activity; refer to PDE/ISLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.)</small> |
|--|-----------------------|-------|--|---|
| Curriculum Development <small>(Bacon/Easley)</small> | 10/19 | 4 | Observe/Collaborate | Meeting with VP to discuss school-wide curriculum choices for K-5 and possible direction for 6-8 ELA curriculum. She walked me through the process and how much control each school has over curriculum and how much is the District directed. Meeting with the Principal about school management and development. |
| Instructional Practice <small>(Foote)</small> | 10/7, 10/12, 10/19 | 5 | Lead/Collaborate | Mt with the art teacher about observing and modeling management and instruction in her classroom. Leadership meeting establishing an action plan for the year. Leadership meeting - developing sub-committees. |
| Monitor/Assess Achievement <small>(Timby)</small> | 10/18, 10/19 | 10 | Observe/Collaborate/Lead | Prep STAR/GATES and data analysis for planning and literacy action plan. |
| Facilities Management | | | | |

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|--|---------------------------------|----|------------------|--|
| (Footc) | | | | |
| Staffing (Footc) | 10/5 | 9 | Collaboration | Meeting with mentors to discuss how I can take leadership in the OEC community (2hrs). Coaching: Doris - connected about classroom management and modeled planned best practices (3hrs) Rachelle - brainstormed best practices, troubleshoot, and discussed action steps (3hrs). Hoyden - discussed how I could support her (1hr). |
| Funding/Budget (Early) | 10/21 | 1 | Observe | The VP shared the Curriculum budget with me. |
| School Climate: (Josh) | | | | |
| Student Support Systems (Josh/Early) | 10/20 | 3 | Lead/Collaborate | Meeting with School Counselor in order to discuss SEL/Morale Meeting and Community Meeting |
| Exceptional Children (Lor) | 10/20 | 2 | Observe | Meeting with Special Education Lead about resources and assessment for special education students at OEC. Meeting with Special Education Aid, who makes accommodations and does push in and pull out for all IEP students K-8th. We discussed accommodations. |
| Integrating Co-Curricular | 10/8, 10/15, 10/22, 10/29 | 4 | Collaborate | Cross-Curricular meeting SS teacher about integrating writing into the SS curriculum. |
| Family/Community Relations: (Footc) | | | | |
| Using Technology (Ernie/Roh) | | | | |
| Monthly Hour Total: | | 38 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 11/21/21

University-Assigned Mentor's Signature: Kate Sylvester Date: 10/29/21

School Leadership Program - Documentation of Internship Graduation Requirements

Monthly Overview - November 2021

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description <small>(Include description of activity; refer to PDE/SSI/CC standards covered, reference the cross-cutting competencies, explain the relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.)</small> |
|--|-------------|-------|--|---|
| Curriculum Development <small>(Becca/Easley)</small> | | | | |
| Instructional Practice <small>(Foote)</small> | 11/3, 11/23 | 8 | Lead/Collaborate | Art teacher and I developed a year-long plan to address classroom management. We established goals and expectations for our time and students' behavior. I spent time developing a schedule. Co-taught a lesson and debriefed. |
| Monitor/Assess Achievement <small>(Emily)</small> | 11/30 | 2 | Observed and Collaborated | Discussed with a LEXIA trainer how best to use resources from the Lexia Website. Then I met with a co-teacher and Vice Principal to develop a schedule in order to implement the required accommodations for students. |
| Facilities Management <small>(Foote)</small> | | | | |
| Staffing <small>(Foote)</small> | | | | |
| Funding/Budget <small>(Emily)</small> | | | | |
| School Climate: <small>(Josh)</small> | | | | |

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|---|--------------------|----|-----------------------|---|
| Student Support Systems (Josh/Family) | | | | |
| Exceptional Children (Lori) | 11/24 | 2 | Lead and Collaborated | Planned and met with the School Counselor and Assistant to the Special Education Director about how we can provide interventions and accommodations for those in eighth grade taking the School District's Writing Prompt Assessments for High School admittance. |
| Integrating Co-Curricular | 11/5, 11/12, 11/19 | 5 | Collaborate | Cross-Curricular meeting SS teacher about integrating writing into the SS curriculum Met to discuss Lexia schedule and timing. |
| Family/Community Relations (Boots) | | | | |
| Using Technology (Ernie/Ron) | | | | |
| Monthly Hour Total: | | 17 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 11/26/21

University-Assigned Mentor's Signature: Kate Sylvester Date: 11/26/21

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - December 2021

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description (Include description of activity; refer to PDE/ISLCX standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning; Achieve balance in selecting standards and competencies across the year.) |
|-------------------------------|------|-------|--|---|
| Curriculum Development | | | | |

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|--|--------|----|--------------|--|
| (Becca/Easley) | | | | |
| Instructional Practice (Footc) | | | | |
| Monitor/Assess Achievement (Emily) | 12-1-3 | 8 | Lead | Organized High School Proctored Exam for Writing portion of the Admissions process. I gathered the School Counselor and Sp. Ed Assistant Director to prepare and conduct Assessment for the 8th graders. |
| Facilities Management (Footc) | | | | |
| Staffing (Footc) | 12/3 | 2 | Collaborated | Conducted a rewarding activity in the sixth grade with Art Teacher. |
| Funding/Budget (Emily) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Josh/Emily) | | | | |
| Exceptional Children (Lori) | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Footc) | | | | |
| Using Technology (Eric/Ron) | | | | |
| Monthly Hour Total: | | 10 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Katy Schrod Date: 12/21/21

University-Assigned Mentor's Signature: Kati Seibert Date: 12/21/21

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - January 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description <small>(Include description of activity, refer to PDE/SLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.)</small> |
|--|------------------------------|---------|--|---|
| Curriculum Development <small>(Becca/Easley)</small> | 1/21 | 2 | Observe | Meeting with school leaders about instructional development and implementation |
| Instructional Practice <small>(Footz)</small> | 1/24 1/25 1/26 1/27 | 10 | Observe | <ul style="list-style-type: none"> - Observed 3rd grade shared reading time with Ms. D. - Observed 7th-grade math instruction in Ms. Fong's class - Observed 6th-grade art class with Mrs. Doran. - Observed 2nd-grade science with Ms. Peterson |
| Monitor/Assess Achievement <small>(Ently)</small> | | | | |
| Facilities Management <small>(Footz)</small> | 1/4-7 | 5 | Observe | Read school safety plans and analyze effectiveness. |
| Staffing <small>(Footz)</small> | 1/4-7 1/20-21 | 5 10 | Lead Lead | <ul style="list-style-type: none"> - Interviewed multiple staff members about staff collaboration time, based on questions discussed and formulated by our leadership committee team. - Screening ELA/Math candidates for Middle School positions |
| Funding/Budget <small>(Ently)</small> | | | | |
| School Climate: | 1/5 | 7 | Collaborative/Observe | <ul style="list-style-type: none"> - Discussed and analyzed the management and inner |

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|--|--------------|--------|-----------------|--|
| (Josh) | 1/21 1/22 | | | workings of the climate team and how its role has been communicated to the staff. - Student behavior intervention and restorative conversation with staff and Climate Lead. - Meeting with Principal about school management and development |
| Student Support Systems (Josh/Emily) | | | | |
| Exceptional Children (Lori) | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Fotie) | 1/27 1/25 | 3 2 | Observe Lead | - School board meeting - - Planned 8th-grade graduation and end of the year events with the Middle School Team. |
| Using Technology (Eric/Rea) | | | | |
| Monthly Hour Total: | | 45 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 1/27/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 1/24/22

School Leadership Program - Documentation of Internship Graduation Requirements
Monthly Overview - February 2022

| Internship Activities | Date | Hours | Type of Engagement | Description |
|-----------------------|------|-------|--------------------|-------------|
|-----------------------|------|-------|--------------------|-------------|

| | | | (Observe/Collaborative/Lead) | (Include a description of activity; refer to IPE/ISLCC standards covered, reference the cross-cutting competencies, explain the relationship of the activity to the above, and your learning. Achieve balance in selecting standards and competencies across the year.) |
|---|--|----|------------------------------|---|
| Curriculum Development (Becca/Easley) | 2/9, 2/23 | 8 | Observe Collaborate | Observed math instruction and post-observation discussion. Collaborating with AP around diversification of classroom texts and instructional resources. |
| Instructional Practice (Foote) | 2/12-2/16, 2/15, 2/22 | 15 | Collaborative/Observe | Researched and planned for a formal observation. Went through Danielson Framework, pre-observation, observation, and post-observation process. Worked with an art teacher to construct classroom management expectations. Researching best instructional practices. |
| Monitor/Assess Achievement (Emily) | | | | |
| Facilities Management (Foote) | | | | |
| Staffing (Foote) | 2/2, 2/9, 2/16, 2/23, 2/28, 2/22 | 13 | Lead | Researching and screening resumes for select position openings at OEC. Researching best hiring practices. |
| Funding/Budget (Emily) | 2/7 | 2 | Observe | Discussion with Assistant Principal and Principal about how funds for next year are hoped to be allocated. Waiting for March budgetary allowances for the next academic year. |
| School Climate: (Josh) | 2/8, 2/23, 2/28 | 7 | Collaborative | Worked with the climate team to assist in disciplinary obligations and 8th-grade behavioral planning. Discussion with AP around monitoring Community Meetings and providing skills and guidance to culturally relevant content and discussion. Professional Development on how to implement and facilitate. |

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|--|----------------------|-------------|-----------------|---|
| | | | | Community Meetings |
| Student Support Systems (Josh/Emily) | 2/15 | 5 | Observed | What systems are in place for behavioral issues and students who are in need of support. Researched legal obligations and record-keeping of particular students. |
| Exceptional Children (Lori) | 2/20 | 4 | Lead | Research how to establish an equitable school environment for all students. |
| Integrating Co-Curricular | 2/11 | 5 | Lead | Integrating histories into the literacy classroom. Planning with the Social Study team. |
| Family/Community Relations (Foote) | 2/14 2/24 2/21 | 2 6 5 | Lead Observe | Lead middle school in processing how to better communicate to parents to teacher and student to family. Monday Message put out by middle school staff allowed for space for students to reflect on what they learned from the previous week. School Board Meeting & Action Meeting Studied how to handle parent communication and equitable practices for school communities. |
| Using Technology (Eric/Ren) | | | | |
| Monthly Hour Total: | | 70 | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 2/18/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 2/28/22

School Leadership Program - Documentation of Internship Graduation Requirements
Monthly Overview - March 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description <small>(Include a description of activity; refer to PDE/ISL/CT standards covered, reference the cross-cutting competencies, explain the relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.)</small> |
|--|-------------------------|--------------|---|--|
| Curriculum Development <small>(Deena/Basley)</small> | 3/21-24 3/16 | 8 | Lead | Co-planning and development of PSSA related content for ELA Curriculum (iReady) integration into math curriculum |
| Instructional Practice <small>(Feote)</small> | 3/8, 3/23 3/25 | 12 | Lead | Teacher support for teacher conflict Coaching teacher who is struggling to address classroom behaviors Coaching research and best practices of instructional practice |
| Monitor/Assess Achievement <small>(Emily)</small> | 3/11 3/24 | 6 | Lead | STAR assessment data analysis. |
| Facilities Management <small>(Feote)</small> | 3/14 | 5 | Observed | Sat in on a Building Committee Meeting Building walkthrough with Principal |
| Staffing <small>(Feote)</small> | 3/3, 3/9, 3/14, 3/21 | 30 | Lead / Collaborate / Observe | Lead site selection interview with Principal and committee. Site selection planning Shadowed Principal for the day and observed the daily leadership meetings and staffing (coaching) Studied equitable coaching techniques Meeting with Instructional Coach at OBC |
| Funding/Budget <small>(Emily)</small> | 3/14, 3/24 | 3 | Observed | Assessing the yearly budgeting that was just released for the School District School board meeting and discussion on budgetary challenges |
| School Climate: <small>(Josh)</small> | 3/1 | 5 | Observed / Collaborate | Teamed up with the School District Culture and Climate Team to plan Community Meetings |
| Student Support Systems <small>(Josh/Emily)</small> | 3/3, 3/10 | 5 | Collaborate / Observe | Student behavioral planning reports Met with Principal about behavioral plans and 504's |
| Exceptional Children <small>(Lori)</small> | 3/11 | 2 | Collaborate | Planning gifted testing for a few students |
| Integrating Co-Curricular | 3/10 | 7 | Collaborate | Meet with the Social Studies teacher to collaborate around PSSA and STAR alignment for preparing students for standardized testing. |

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|--|--------------------|----|---------------------|---|
| Family/Community Relations (Foote) | 3/8, 3/14, 3/24 | 7 | Collaborate/Observe | Planning with families and staff around 8th-grade celebrations and graduation SAC meeting observed - preparation and debrief School Board Meeting |
| Using Technology (Eric/Root) | | | | |
| Monthly Hour Total: | | 88 | | |

Intern's Name (Type/Print): Kelly Schauf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schauf Date: 3/15/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 3/26/22

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - April 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description (include description of activity; refer to PDE/ISLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and year learning, achieve balance in selecting standards and competencies across the year.) |
|---|--------|-------|--|---|
| Curriculum Development (Becca/Farley) | | | | |
| Instructional Practice (Foote) | 4/7-10 | 20 | Lead | New Teacher Support through the PAR process |
| Monitor/Assess Achievement (Eric/) | | | | |
| Facilities Management | 4/18 | 5 | Observe | Observed Chief Engineer during AM and PM activities |

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|---|------------|----|------------------------------|---|
| (Footet) | | | | |
| Staffing (Footet) | 4/5, 4/6-7 | 15 | Lead / Collaborate / Observe | Lead sight selection interview with Principal and committee. Site selection planning Meeting with Instructional Coach and MTSS lead at OEC to develop a vision for ELA curriculum for 2022-23 school year |
| Funding/Budget (Entity) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Josh/Entity) | | | | |
| Exceptional Children (Lori) | 4/4-4/8 | 25 | Lead / Collaborate / Observe | Developing a student plan through the RTI process |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Footet) | | | | |
| Using Technology (Entity/Ron) | | | | |
| Monthly Hour Total: | | | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 4/30/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 4/30/22

School Leadership Program - Documentation of Internship Graduation Requirements

Monthly Overview - May 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description <small>(Include description of activity; refer to PDB/ISLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning. Achieve a balance in selecting standards and competencies across the year.)</small> |
|--|------|-------|--|--|
| Curriculum Development <small>(Becca/Easley)</small> | | | | |
| Instructional Practice <small>(Footz)</small> | | | | |
| Monitor/Assess Achievement <small>(Emily)</small> | | | | |
| Facilities Management <small>(Footz)</small> | | | | |
| Staffing <small>(Footz)</small> | | | | |
| Funding/Budget <small>(Emily)</small> | | | | |
| School Climate: <small>(Josh)</small> | | | | |
| Student Support Systems <small>(Josh/Emily)</small> | | | | |
| Exceptional Children <small>(Lori)</small> | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations <small>(Footz)</small> | | | | |

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|---|--|--|--|--|
| Using Technology (Earle/Reat) | | | | |
| Monthly Hour Total: | | | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 5/1/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 5/1/22

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - June 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description (Include description of activity; refer to PDE/SLCC standards covered; reference the cross-cutting competencies; explain relationship of the activity to the above and your learning. Achieve balance in selecting standards and competencies across the year.) |
|--|------|-------|--|---|
| Curriculum Development (Becca/Enley) | | | | |
| Instructional Practice (Foote) | | | | |
| Monitor/Assess Achievement (Emily) | | | | |
| Facilities Management (Fosel) | | | | |
| Staffing (Fosel) | | | | |

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|--|--|--|--|--|
| Funding/Budget (Emily) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Lash/Emily) | | | | |
| Exceptional Children (Lori) | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Foot) | | | | |
| Using Technology (Ernie/Ron) | | | | |
| Monthly Hour Total: | | | | |

Intern's Name (Type/Print): Kelly Schaaf

University-Assigned Mentor's (Name/Print): Kate Sylvester

Intern's Signature: Kelly Schaaf Date: 6/1/22

University-Assigned Mentor's Signature: Kate Sylvester Date: 6/16/22

School Leadership Program - Documentation of Internship Graduation Requirements Monthly Overview - July 2022

| Internship Activities | Date | Hours | Type of Engagement (Observe/Collaborative/ Lead) | Description (Include description of activity; refer to PDE/SLCC standards covered, reference the cross-cutting competencies, explain relationship of the activity to the above and your learning. Achieve balance in selecting) |
|-----------------------|------|-------|--|--|
|-----------------------|------|-------|--|--|

| | | | | standards and competencies across the year? |
|---|--|--|--|---|
| Curriculum Development (Berea/Easley) | | | | |
| Instructional Practice (Foose) | | | | |
| Monitor/Assess Achievement (Eally) | | | | |
| Facilities Management (Foose) | | | | |
| Staffing (Foose) | | | | |
| Funding/Budget (Emily) | | | | |
| School Climate: (Josh) | | | | |
| Student Support Systems (Josh/Emily) | | | | |
| Exceptional Children (Lori) | | | | |
| Integrating Co-Curricular | | | | |
| Family/Community Relations (Foose) | | | | |
| Using Technology (Emie/Ron) | | | | |
| Monthly Hour Total: | | | | |

Intern's Name (Type/Print): Kelly Schaaf

Intern's Signature: Kelly Schaaf Date: 7/1/22

University-Assigned Mentor's (Name/Print): Kate Sylvester

University-Assigned Mentor's Signature: Kate Sylvester Date: 7/1/22