Educational Leadership Internship
Principal’s Internship Logged & Menu Hours Documentation Form

Document your standards-based logged and menu hours completed as a part of your Educational Leadership Internship requirements. Use a separate sheet for each activity. Please type all information.

Printed Name: ___________________________ Internship course: EDU 810/811
(check one) EDU 820/821

Logged Hours
Menu Hours

Date # of Hours Location/Grade level/School/District

Description of activity from menu options (list specific tasks performed):

(please use additional pages if necessary)

Please place an “X” next to the standard that most closely represents the primary focus of this activity.

Standard One: Develop, articulate, implement of a school/district vision
Standard Two: Promoting the success of all students
(school culture, effective instructional programs, best practices, professional development)
Standard Three: Managing the organization: operations and resources
Standard Four: Family and community collaboration
Standard Five: Acting with integrity, fairness, and in an ethical manner
Standard Six: Understanding, responding to, and influencing the larger context

Mentor principal’s signature: ___________________________ Date: ___________________________