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 767/768
(please check one) ______ EDU 769/770

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: __________________