

MUSKINGUM UNIVERSITY

GRADUATE & CONTINUING STUDIES

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: _____ EDUC 810/811
(check one) _____ EDUC 820/821

_____ Logged Hours

_____ Menu Hours

<u>Date</u>	<u># of Hours</u>	<u>Location/Grade level/School/District</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

(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: _____