Educational Leadership Field Experience (Internship) Meeting
February 12, 2013; 2:00 PM
Attendees: Bill Ruff, David Henderson, Jerry Pease, Tena Versland

Next Meeting: Wednesday, February 13, 2013 10:00 AM

1. Bill will firm up summer 2013 schedule tonight
2. Continued review our Field Experience and Portfolio;
   We’ll be presenting to Supt’s Meeting in Manhattan March 6, 2013.
   Bill will invite Jayne and Dean.

Created a three tiered framework which:

**Sd 1**

Top tier: Signature Assignments built around ISLLC Standards

EDLD 515 Critique 5 Yr Plan

Second Tier: Portfolio (Fall Semester)

Implementation Artifacts for 5 Yr Plan: Timeline, Responsibilities, Meeting Minutes, Evaluation of Data (Copy provided), OPI’s Effectiveness Report

Third Tier: Field Experience Activities (Fall Semester)

Implementing one goal from 5 Yr Plan; you’ll complete OPI Effectiveness Report

**Sd 2**

Top Tier: Signature Assignment

EDLD 508 – Developmental Supervision Simulation

Second Tier: Portfolio

Artifacts: Observation Tools/Forms; Notes from Conversations with Teachers they’ve supervised;

Third Tier: Field Experience Activity

Teacher Supervision Model with 2 Teachers (veteran and 4-5 yr experience)
Sd 3

Top Tier: Signature Assignment

EDLD 534 – culminating assignment is a survey analysis/issue response framework

Second Tier: Portfolio

Artifacts: Survey, data analysis, response plan framework; reflection on process

Third Tier: Field Experience Activity

Administration of a survey of (e.g. bullying, climate, academics, facilities); collect data; present data to cooperating administrator; assist in a response plan.

Sd 4

Top Tier: Signature Assignment

EDLD 520 – Schools and Diverse Communities – understand Equity Audit process; using a school/community relations survey, collect data across school communities, analyze data, present data, create response plan; publish/present paper

Second Tier: Portfolio

Asset Map; Reflection on the Asset Map process

Third Tier: Field Experience Activity

Create an community asset map including district profile, county/city census report, list of social services and community assets with roles/mission they provide

Sd 5

Top Tier: Signature Assignment

EDLD 507 – Foundations of Ldrship – 5 CTL sessions during 5 days of 507; Platform/Personal Leadership Philosophy paper weaving together leadership theory and reflective practice of CTL.

Second Tier: Portfolio

Sig Event Process documentation

Third Tier: Field Experience Activity
Significant Event Management Process: (sig event e.g. roof collapses, student dies, teacher issue, student disciplinary issue, parent issue) document the event, response process, your involvement, reflection on how you felt in this process – how did it affect your Platform Paper?

Sd 6

Top Tier: Signature Assignment

EDLD 526 Evaluating Schools – Equity Audit/teacher or program audit/discipline analysis report/policy analysis

Second Tier: Portfolio

Artifacts -

Third Tier: Field Experience Activity

Conducting a policy results analysis: e.g. policy analysis (attendance rule; discipline analysis; athletic training/eligibility policy analysis)

Miscellaneous Activities:

- Attend an IEP
- Shadow Custodial/Cafeteria/Bus Driver
- Wk with Attendance Clerk
- Interview Bldg Princ on Financial Responsibilities
- Interview PO Clerk
- Interview a Social Worker/DHS
- Scheduling

3. Discuss Summer School curriculum/assignments.

Meeting adjourned: 4:15 PM