



Principal Preparation Program Candidate Internship Plan Process

Candidate interns develop an internship plan supported by programmatic Form B: self-assessment form, Form C: Log of Hours, and Form D: final assessment form.

Process:

1. The intern participates in an orientation meeting. Programmatic forms are explained, and candidates are given the assignment to complete a self-assessment form (Form B) based on the NELP standards. Candidates are also asked to have their site-based mentor complete Form B based on their assessment of the intern.
2. The intern and site-based mentor meet to discuss the results of their individual completion of Form B. For e.g., as they review Form B, what do they see as similar in their assessments, and what do they see as differences in their assessments. The intern and site-based mentor then jointly complete a Form B based on their discussion of their individual Form Bs. This jointly completed Form B becomes part of the intern's Portfolio. The areas that are rated as areas of growth for the intern are noted as the beginning of setting the intern's plan for their internship.
3. When this process of self-assessment and discussion of their self-assessment with their site-based mentor has been completed the intern shares the jointly completed Form B with their university liaison for review.
4. The university liaison meets with the intern to discuss potential Task projects and other internship activities to gain experience in the areas rated as areas of growth.
5. Interns and their site-based mentor meet with the university liaison to review the results of this assessment process and to review the NELP standards, other programmatic requirements, and the WCEAP Common Performance Tasks.
6. At this initial meeting with the intern and site-based mentor, the intern and the university liaison introduce Form D, the final assessment. The university liaison explains how the intern will transfer the information learned from completing Form B to Form D, the final assessment. Form B and Form D are the same form (a pre/post format). At this meeting, the intern, the site-based mentor, and the university liaison, discuss how Form D will guide the intern's activities and projects to ensure the intern has experiences across all the NELP standards.

Also, at the first meeting between the intern, site-based mentor, and university liaison, the programmatic requirement of the intern and site-based mentor setting up a regular meeting schedule is reviewed. The intern logs each site-based mentor meeting on their log of hours form (Form C) which the university liaison reviews monthly to ensure the meetings are taking place. As university liaison, I also check in monthly with the intern to assure they are meeting regularly with their site-based mentor.

7. At one of these regular intern and site-based mentor meetings (at least once a month), the intern and mentor review the log of hours form (Form C) and the final assessment (Form D), so the site-based mentor and intern have a regularly scheduled discussion on how the intern's experiences are occurring, and that the intern is getting experience in all the NELP standards,



but particularly in the standards where they have least experience or were marked as an area of growth on the Form B.

Interns continually update their log of hours (Form C) and their final assessment (Form D), and submit them via Canvas for the university liaison's review once a month.

8. As the intern completes each term of their internship, the university liaison reviews their log of hours (Form C) and the final assessment (Form D) where they keep a running log of their experiences across all the NELP standards, so their plan is continuously updated as they complete their internship hours.
9. As a component of the Intern's Portfolio completion, they submit Form B, Form D and their log of hours (Form C).
10. Students complete the PESB Professional Growth Plan using their data from Form D (the final assessment form) to help them select their goal going forward after program completion.