

**Appendix 7**  
**EAD 287/288 (Internship I & II)**  
**Structure and Processes for Our Work Together**

**Weekly Conference Call:** Discuss Wins and Challenges for the week and the main focus of your week's work.

- **Wins:** What win(s) occurred during the week and what leadership actions contributed to the win? (This may or may not be something you were specifically involved in).
- **Challenges:** This could either be a challenge you experienced during the week or a challenge you anticipate in the near future.
  - What was the challenge?
  - What made the experience/situation challenging?
  - What did you learn?
  - What went well?
  - What could have gone better?
  - What would you consider a successful outcome?
  - What leadership actions contributed to either a successful and/or not as successful an outcome?

AND/OR

- What challenge are you anticipating?
  - What makes the experience/situation challenging?
  - What do you need to consider/think about to prepare for this experience/situation?
  - What would you consider a successful outcome?
- **Focus of My Week's Work:** What was the main focus of my week's work? Where did I spend the majority of my time and effort?
  - **Other:** Questions, Resource/Support Needs . . . ?

**Professional Development Plan**

Select two areas where you believe you need to grow and develop that would have the greatest impact on building your capacity as an administrator/instructional leader (*You may want to consider areas in alignment with your district administrative evaluation and/or goals that have been set for you through your school and/or district process. Also, refer to the Descriptions of Practice of the California Professional Standards for Educational Leaders--CPSELs*).

Complete the attached Professional Development Plan and email to me by February 25, 2009. We will discuss your plan and how I can support this work at our weekly scheduled conference call after February 25.

**Evaluation Criteria for Administrator Intern Success**

Consider your answer to the following questions . . .

- What three to four criteria would you use to evaluate your job performance and effectiveness as an Administrative Intern for the 2008-09 school year?

- What might be possible evidence of this work?

Complete the attached document and email to me by Tuesday, February 17, 2009.

**The following is a summary of actions and dates:**

- ✓ Email to me by Friday, February 13 a couple of suggested dates and times for our weekly conference call.
- ✓ Complete and email to me by Tuesday, February 17 your Evaluation Criteria For Administrator Intern Success (template attached).
- ✓ Complete and email to me by February 25 your Professional Development Plan.
- ✓ Meet with your Site/District Supervising Administrator and share and discuss your Professional Development Plan and weekly conference call structure and expectations. Discuss what your supervisor needs from you and what you need from your supervisor. Complete Administrative Field Experience Agreement requiring your Supervising Administrator's Signature (document attached) and mail to me by February 28 (keep a copy for your records):  
Dr. Linda Hauser  
California State University, Fresno  
5005 N. Maple M/S 303  
Fresno, CA 93740
- ✓ Keep notes for Weekly Conference Calls
- ✓ Summary/Reflections: Due May 8, 2009 (template attached)