

Fieldwork Assignment Instructions
Fall Quarter 2017

Assignment 1: Yearlong Leadership Project Plan

Throughout the year you will document the various activities specified to complete your project objective and goals

Task 1: Yearlong Leadership Project Description

- Download the Leadership Project Plan Description template from Blackboard
- Identify a leadership project that will allow you to experience an aspect of educational administration outside your regularly assigned duties.
- Meet with your site/district mentor and your university coach to discuss your proposed Yearlong Project
- Once your site/district mentor and your University coach approve your Yearlong Project, complete the Yearlong Leadership Description Template (found on Blackboard) to document your selected project.
- Save a copy of your work on your computer
- Using the template format, upload (post) your completed project description on Blackboard: 11/20/2017.

Task 2: Yearlong Leadership Project Report

Throughout the quarter you are responsible for continuing to work towards the completion of your proposed leadership project.

- Download the Yearlong Leadership Project template from Blackboard
- Document your progress you have made regarding your project using the template
- Save a copy of your work, thus far, on your computer. Each quarter you will update your leadership progress on this form
- Upload (post) your work completed thus far on Blackboard under Course Materials. (Due 11/30/2017)

Assignment 2: Yearlong Fieldwork Activities

Task 3: Yearlong Fieldwork Activities

Throughout the year you will document your activities in an area specified on the Yearlong Fieldwork Activities template.

- Document the activities you have participated in, thus far, during the Fall Quarter. As you address each experience listed on the template, enter the required information
- Save a copy of your work, thus far, on your computer. Each quarter you will update the activities you have completed this quarter. Be sure to use the template that is provided.
- Upload (post) your Yearlong Fieldwork Activities completed thus far on Blackboard 11/30/2017.

Assignment 3: Yearlong Fieldwork Reflections

Task 4: Complete one (1) Reflection Fall Quarter

Select one of the activities (either from your Leadership Project or your Activities) that you experienced this quarter. Write a reflection on that selected activity. The **reflection** should focus on an area that you are less knowledgeable about at the beginning of this year and must include:

- A brief description of the activity
- A brief description of the CAPE/CAPEs aligned to the area of focus
- A description of your leadership role in the activity
- A summary of what you learned that will be useful to you in a leadership position (this may include both what you would do likewise in a similar situation and what you would do differently).
- Any questions about leadership you are left with as a result of this activity.
- Submit to your University Coach: 11/13/2017

Continued

Optional Assignment 5: In-Depth Leadership Reflection

(The optional assignment can take place at any time throughout the academic year)

Task 5: In-Depth Leadership Reflection

Administrative interns are encouraged to have a reflective conversation with their University Coach (and/or site/district mentor) regarding their administrative experiences, thus far. Listed, but not limited to suggestions, are ideas for a reflective conversation.

(This task is ungraded, but can serve to sharpen your interview skills):

- Select a teacher observation you did this year. Using your observation notes be prepared to identify areas where the teacher needed to improve; what evidence you used to identify these areas as needing improvement; how you communicated these areas of need to the teacher; and finally what improvement plan did you and the teacher develop to address these areas.
- Select a disciplinary incident that you handled. Be prepared to discuss the details of the incident, how you determined what action to take, and what follow-up was required. In addition, be prepared to discuss contact with the referring teacher and the parent of the student.
- Discuss resources available to the school related to fiscal and/or human resources, facilities, and communications that. Be prepared to discuss ways in which your site can more effectively use the specified resource and ideas for short and long-term strategies for improvements; the collaborative team to look into the issue/problem; outside resources could be pursued; and reporting back to the school community
- Discuss your school's parental/community involvement. Be able to speak to what you see as the strengths and weakness of the school's current policies, practices, and partnerships. Be able to discuss the data that validates your assessment in order to articulate how effective your current site/district plan is, as well as the areas continuing in need of improvement and/or advancement.
- Reflection due: determined by University Coach