Special Education Administration

# INTERN / PRACTICUM LOG

Intern/Practicum students are required to maintain a log of activities during their experience. Briefly describe the specific activity giving times and dates. Then circle the number(s) that correspond

to the numbered activity as described in the Handbook for Graduate Practicums/Internships in School Administration. 1-Leadership, 2-Instruction, 3-Management, 4-Personnel, 5-Finance, 6- Law,

7-Communications, 8-Change Agent, 9-Facilitator, 10-Plant Management, 11-Technology, 12-Data Analysis, 13-Professional Development, 14-Federal Programs, 15-Diversity Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Start time and finish  | Total | Specific Activity | Number of Activity |
|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |
|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |
|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |
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|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |
|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |
|  |  |  |  | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 |

School Assignment Date Total Hours (this page) Cumulative Hours

Student’s Name (printed) Student’s Signature

On-Site Supervisor’s Name (printed) On-Site Supervisor’s Signature