York College of Pennsylvania
Educational Leadership
Administrative Internship Experiences Weekly Log

Type your name here

To use the electronic template, place cursor in this box and use the "tab" key to move from box to box.

This number should be a running count of the total number of hours completed in your internship.

Administrative Intern: _____   **Week of:** _____

Total Hours for Week: _____   **Total Hours Completed this Semester:** _____

Activity	Hours	Level E =Elementary M = Middle HS = High School	PA Core Standard I	PA Core Standard II	PA Core Standard III	PA Corollary Standard I	PA Corollary Standard II	PA Corollary Standard III	PA Corollary Standard IV	PA Corollary Standard V	PA Corollary Standard VI
Monday (provide date)											
		-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-
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Tuesday (provide date)											
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		-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-
Wednesday (provide date)											
		-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-
Thursday (provide date)											
		-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-	-SELECT-
Friday (provide date)											

If your spreadsheet dropboxes do not work, try clicking "View" and then "Edit Document" in the Word Toolbar.

This is a drop down box which you use to identify the level (elementary, middle, high school) at which the activity was performed.

Level of Intern Involvement: **O = Observed**   **P = Participated**   **D = Developed**   **L = Lead**

Low _____

Select the level of your involvement in this activity from the choices provided under the appropriate PDE Principal Standard. See Administrative Internship Manual for details.