

## CHECKLIST FOR PRACTICUM STUDENTS

STUDENT'S NAME:	Date	Assignment exceeded prescribed standards  <b>3</b>	Assignment satisfactorily met prescribed standards  <b>2</b>	Assignment did not satisfactorily meet prescribed standards  <b>1</b>	Comments
Project 1 Discipline/Policy Review/Outline of Procedures/Attend 5 Conf.					
Project 2 Special Education/504/ Outline for each process/SpEd Eval/2 IEP Conferences./Services provided through various agencies/How is LRE addressed?					
Project 3 Teacher Observations-3 observations (scripting, time on task, district instrument). One pre-observation conference.					
Project 4 Equity Audit/Form completed/analyzed, recommendations made					
Project 5 Shadowing (and Diversity requirement). Own administration, different grade level from own administrator, if diversity requirement is not met, may shadow a different grade level in a diverse site.					
Project 6 Culminating Project (Paper/PowerPoint)/trend data, target areas, review of literature/action plan					
<b>SUM of PROJECT GRADES</b>		<b>0.00</b>			
<b>Projects count twice as much as activities</b>		<b>0.00</b>			
Activity 1 Standards Self Assessment (take assessment, note strengths and areas to improve, create an action plan to implement during practicum)					
Activity 2 School Vision/Mission Statements (What are they? How were they developed? How are they communicated? How are all stakeholders involved in the vision?)					
Activity 3 New Teacher Programs--Interview person responsible for orientation/induction/mentoring program for new teachers. Participate if possible.					
Activity 4 Master Scheduling-- outline ALL components required in this process.					
Activity 5 Curriculum Alignment and Standards--How does the district ensure curr.aligns with state standards. How does district ensure standards are incorporated into classroom instruction?					
Activity 6 SIP Process--Illustrate (outline or flowchart) the Process at the practicum site. Explain how staff dev. Dovetails into SIP					
Activity 7 Faculty Handbook--Review the current faculty handbook and make at least two suggestions for changes.					
Activity 8 Interview secretary re: Office Procedures and the process for ordering, receiving, and distributing supplies.					
Activity 9 Interview principal re: how teacher candidates are selected for an interview and how selected for employment. Observe teacher interview if possible.					

Activity 10 Interview person responsible for Registration & orientation of new students. Participate in process if possible.					
Activity 11 Nurse--procedure for immunization record keeping, dealing with student medical concerns, security of meds.and other aspects of the nurse's job					
Activity 12 School Facilities: Review latest ROE Health/Life Safety Report with principal or Facilities director. Summarize reports' findings. Note strategies decided upon to comply with deficiencies, if any. Assist in conducting at least one emergency drill.					
Activity 13 Student Services--Interview the Guidance Counselor equivalent re: Student Services including but not limited to: Counseling Services, Social Workers, DCFS, Clinics, Probation, Social Services					
Activity 14 Extra-Curricular-Interview the Athletic Director, Fine Arts Director and/or Student Activities Director regarding the following: Athletics, Clubs, Academic Contests, Fine Arts, Assemblies. Submit summary of findings.					
Activity 15 Finance--List and explain all school business functions of the principal in the practicum district, including building activity funds, petty cash, Student activity funds, Purchase orders and requisitions process, Inventory of equipment, Internal financial controls, record-keeping and auditing, Other school business functions, Building or site budgeting concepts as applicable, Title Funds, How the administrator includes his staff in building the budget					
Activity 16 Volunteers--Review, revise or create list of key components that should be included in a handbook for volunteers including: Where volunteers used/could be used? (classroom, recess, school committees, tutors, chaperones, athletics); Process used for recruiting volunteers? Process for screening and evaluating volunteers? Process for conducting background checks? Solicit and coordinate parent volunteers in cooperation with school committees, tutor pool, health services, etc., and other school activities.					
Activity 17 Community Facility Usage:A. Explain the policies, procedures, and cost the comm. Members to use facilities. B. Explain the adm. Role in the facility-usage policy					
Activity 18 Code of Ethics--Access the IPA website and its Code of Ethics.Supply examples in which your host administrators demonstrated at least six (6) of the ethical behaviors described.					
Activity 19 Diversity-A. Framework for Understanding Poverty by Ruby Payne or Closing the Achievement Gap: A Vision for Changing Beliefs and Practices by Brenda Williams. Provide a synopsis of the book. (Max of 3 hours logged).					
Activity 20 Resume--Create or update your resume for an adm. position and have it critiqued by your host adm. And university sup.					
Activity 21 Reflection--Turn in 3-5 page paper describing, analyzing, and synthesizing your practicum					
<b>SUM of ACTIVITY GRADES</b>			<b>0.00</b>		

<b>SUM of Project Grades (times 2) and Activities Grades</b>		<b>0.00</b>			
Attendance at meeting(s) required by university supervisor					
Must shadow in culturally-diverse site? Yes _____ No _____					
Demographic Form Submitted?					
Host Administrator's Evaluation Received?					
Log Sheets for Mailing met deadline	#1	#2	#3	#4	#5
Hours accumulated to date					
Optional Activities to earn logged time					
Supervision hours accumulated (10 hours maximum)					
Workshop Attendance (6 hours maximum)					

Note:

1. Gray shaded rows will not result in a grade
2. A score of 3, 2, or 1 will be entered in each cell
3. When score for each project and activity has been entered, cell C34 will show the current point total.

#### 4. Final grading Scale (See Cell C34)

**A=90-99 points**

**B=80-89 points**

**C=70-79 points**

**D=60-69 points**

**F=<60 points**

5. Failure to attend the required meeting and/or late assignments will result in a lower grade.
6. In order to receive a final grade, 120 hours must be logged, demographic form, all required activities, projects, and host administrator's evaluation must be completed.