Lewis & Clark College - Educational Leadership
EDAD 518-519 & 618-619 - Practicum Log   2012-13

Practicum Student Name: Erin Croley

Standard 3 Effective Management	***Effective Management:*** *An educational leader integrates principles of cultural competency and equitable practice and promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.*

Running Total of hours for Standard 3   99.0

#	Date	Activity	Time (hrs)	Site
	7/9/12	Web Goverance Leadership Team Meeting	2.0	Admin Center
	7/16/12	Web Goverance Leadership Team Meeting	2.0	Admin Center
	9/18/12	Web Goverance Leadership Team Meeting	2.0	Admin Center
	10/3/12	Web Goverance Leadership Team Meeting	2.0	Admin Center
	10/23/12	Web Goverance Leadership Team Meeting	1.0	Admin Center
	7/29/12	Redesign HSD Supplemental Materials Review form for literary and informational text to align to CCSS	1.0	Admin Center
	8/1/12	Brainstorm meeting with Asst. Supt., Steve Larson, about my role in 2012-2013, how to manage my time, develop my leadership and that of my team, and begin processing ideas into actions	1.5	Admin Center
	8/6/12	Verge Learning Professional Development website development	1.5	Admin Center
	8/14/12	Verge Learning Professional Development website development and leadership team progress update/brainstorm session	2.5	Admin Center
	9/19/12	Verge Learning Professional Development website/IT support meeting	1.0	Admin Center
	12/4/12	Verge Learning Professional Development website development (Venues/blogs)	4.0	Admin Center
	8/15/12	Prep for facilitation of Math Adoption Leadership Team meeting	0.5	Admin Center
	8/14/12	Math Adoption history and process overview with Amber Kuzma, math TOSA, in preparation for continuation of math adoption and new curriculum adoption process redesign.	2.5	Admin Center
	8/16/12	Math Adoption prep work: digital curriculum research, evaluation rubric, pilot guidelines	2.0	Admin Center
	8/17/12	Math Adoption prep work: digital curriculum research, evaluation rubric, pilot guidelines	0.5	Admin Center
	11/14/12	Math Adoption Leadership Team half day facilitation prep meeting	1.0	Admin Center
	8/8/12	Begin initial brainstorm work with Office for School Improvement, Teaching & Learning department, staff resource website--goal setting for complete redesign	1.0	Admin Center
	8/20/12	Teaching & Learning/HSD website development preparation meeting with HSD web master and support staff	1.0	Admin Center
	8/20/12	Teaching & Learning website redesign	0.5	Liberty High School
	8/30/12	Facilitate Teaching & Learning website Project Planning Meeting with department leaders and stakeholders	1.5	Admin Center
	01-2013-currec	Teaching & Learning website redesign	10.0	Admin Center
	8/16/12	Support SS Curriculum Leaders in Curriculum Mapping and Standards Alignment work (restructured templates, organized new resources, and organized work created during 2 day session, for team review)	2.0	Admin Center
	8/17/12	Support SS and ELA Curriculum Leaders in Curriculum Mapping and Standards Alignment work (restructured templates, organized new resources, and organized work created during 2 day session, for team review)	4.0	Admin Center
	8/27/12	Support ELA Curriculum Leaders in Curriculum Mapping and Standards Alignment work (restructured templates, organized new resources, and organized work created during 2 day session, for team review)	1.5	Admin Center
	9/4/12	Support SS and ELA Curriculum Leaders in Curriculum Mapping and Standards Alignment work (restructured templates, organized new resources, and organized work created during 2 day session, for team review)	2.0	Admin Center
	10/25/12	ELA Department planning support--curriculum mapping, ELD integration, TAG plans	1.5	Brown MS

Date	Description	Hours	Location
9/12/12	Facilitate meeting of Secondary Core Curriculum TOSAs about their work to support standards alignment and curriculum mapping	1.0	Admin Center
9/27/12	Curriculum Leader TOSA facilitation support	1.5	Admin Center
10/31/12	Facilitate meeting of Secondary Core Curriculum TOSAs about their work to support standards alignment and curriculum mapping	1.0	Admin Center
11/6/12	Substitute principal	8.5	Mooberry ES
11/7/12	Substitute principal	8.5	Mooberry ES
11/16/12	MS Principals Operations Meeting: Standards alignment and curriculum mapping work update	0.5	Admin Center
11/16/12	HS Principals Operations Meeting: Standards alignment and curriculum mapping work update	1.0	Admin Center
11/16/12	Bilingual Coaches meeting: technology resources support brainstorm	1.5	Admin Center
11/21-11/27	Collaborate with Principal to develop CCSS Introduction for all staff Academic Seminar	3.0	Lenox ES
11/28/12	CCSS Introduction-all staff Academic Seminar	1.0	Lenox ES
4/2/13	Collaborate with Principal to develop CCSS Intro-Part 2 for all staff Academic Seminar	2.0	Lenox ES
11/19/12	Principal Shadow/Support	4.0	Lenox ES
11/20/12	Principal Shadow/Support	2.5	Lenox ES
2/12/13	Counseling-Admin Effectiveness Survey with 4 counselors and 4 admin	3.0	Liberty HS
2/28/13	Debrief Couseling-Admin Effectiveness Survey results and next steps with Principal	1.0	Liberty HS
12/3/12	*Coaching in Complex Situations*-NTC Training	7.0	Admin Center
TOTAL HOURS THIS PAGE		99.0	