INSTRUCTIONS/DIRECTIONS
REFLECTIVE SUMMARY

At the end of each quarter of your internship, you are required to submit your Daily Log (log-to-date) as well as a Reflective Summary. Attach the Quarterly Sign-Off Sheet (see Appendix K), signed by your mentoring principal and yourself, as a coversheet for your completed Daily Log prior to submission of that document and your Reflective Summary to Canvas.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
<th>Copy in Canvas</th>
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<tr>
<td>Fall</td>
<td>December 1</td>
<td>Daily Log</td>
<td>Daily Log/Signed Cover Sheet</td>
<td>Reflection on Administrative Management Aspects of School Leadership</td>
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<td>Winter</td>
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<td>Daily Log</td>
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<td>Technology in Education</td>
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<td>Spring</td>
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<td>Daily Log</td>
<td>Daily Log/Signed Cover Sheet</td>
<td>Diversity Reflection (see below)*</td>
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**Fall: Reflection on Administrative Management Aspects of School Leadership** – Identify and describe an incident in your early experience as an intern where the system/procedure (1) worked as designed or (2) failed to support the desired outcome. Analyze how key personnel (e.g., Main Office secretary, Attendance Office secretary, principal) interacted in the outcome. Further consider how the event reflected written or “understood” protocols. With the above as the context for your consideration, propose (1) how the procedure/system might be improved or (2) why the procedure/system is deserving of accolades. You should be able to complete this reflection in 2-3 pages, double spaced.

**Winter Reflection: Technology in Education**

In a reading journal you will document your search on the following topics. Simply search the literature, websites, and anything else you can find (think Google Scholar, Western Libraries, etc.) and document what you find. You can even cut and paste information. This reading journal is intended to serve you as a quick reference in the future. By leaving yourself embedded references, you will be able to follow up in the future and learn more if you need to.

Directions:
Find websites, or other resources that address the following. Use each bullet below as a heading and describe the web resource in a sentence or two. Then simply create hotlinked URLs.
- Identify and review relevant technology standards for students, teachers, and administrators
- Identify professional standards for technology directors and technology professionals
- Identify and review Washington State Standard 5 for technology
• Identify and review Washington State Standard 5 for technology
• Explore Web 2.0 and identify innovative uses by teachers and administrators to impact student achievement
• Identify technology-based pedagogy that supports best teaching practice
• Identify online resources for keeping current with OSPI action, legislation and legal developments
Submit your journal to canvas at the end of Winter Term

**Spring: Diversity Reflection** – Consider how your understanding of and appreciation for diversity have been altered and/or reinforced by the experiences you have encountered during your course work and internship. Think in terms of your understanding of diversity and your leadership experiences related to student diversity in your reflection, recognizing that your school/district has students with diverse backgrounds. For the purpose of reflection, diversity may include but not be limited to: highly capable needs, special needs, 504 plans, ELL/ESL, ethnicity and culture, religious affiliation, sexual orientation, socio-economic status, or other. You should be able to complete this reflection in 2-3 pages, double spaced.