EDAD 639

Jason Harmon

Personal Internship Plan

**Goal #1: Standard 1**

Help identify our district’s core values and meet with key leaders within our school district in order to ascertain how the system of our school functions to mirror these core values. I will also make sure the vision and mission of my school is communicated through the use of symbols, ceremonies, stories, and similar activities.

To accomplish this goal I will meet with our school leaders to find out who we really want to become. I will then plan ways to help communicate our core values, mission, and vision to all stakeholders through the use of symbols, ceremonies, stories, and similar activities. This plan will be created along with my administrators. My main idea right now is to come up with a saying or slogan that will remind everyone of who we are that can be posted around the school. We can also have some type of video contest during Viking period where each class submits a video or performs a skit that helps the student body appreciate who we are and helps everyone buy into the vision and mission of our school.

The evidence will be the buy in, and the physical stuff like the videos, skits, signs, etc. We will have a drastically improved school culture of excellence, where everyone understands their roll and strives for excellence

I would hope to complete this goal before Christmas so I can move on to other goals. We will continue to evaluate how we are doing, and where we can improve in this area throughout the school year.

Goal Attainment: This goal has been successfully completed

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 Intern Supervisor

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 Mentor Mentor

**Goal #2 - Standard 3**

I will help create operational procedures that help everyone achieve our schools vision and goals, and help to make sure they are in place and implemented.

To accomplish this I will work with the school improvement team to align our operational procedures to our schools vision and goals. We will then make sure our procedures are written down, approved by the board, and given to all pertinent parties. We will then begin implementing these small, but important changes throughout the school. To help us reach this goal I will take part in several activities.

1. I will work with our superintendent in developing and revising our budget
2. I will serve on a hiring committees as we hire new staff.
3. I will conduct a needs assessment for the building and grounds, and create a priority list keeping in mind safety, cost, instructional need, and anticipated remaining life of equipment.
4. I will also participate in the negotiation process for teacher contracts, at least as an observer.
5. Lastly, I will work with our principle in implementing goals, and procedural changes.

The evidence of completion will be the documents we have created showing the procedural changes, the knowledge and experience I gain, and the improvements seen around the school

I will complete these goals before the end of the school year.

Goal Attainment: This goal has been successfully completed

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 Intern Supervisor

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 Mentor Mentor

**Goal #3 - Standard #6**

Communicate trends, issues, and potential changes to our community

To accomplish this goal I will write several articles to be posted in our Viking Voice newsletter. I will communicate to our parents, students, and community members the direction our school is taking, and let them know of the positive areas of growth.

The evidence of this will be copies of the Viking Voice containing my published articles.

I will complete this throughout the school year.

Goal Attainment: This goal has been successfully completed

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 Intern Supervisor

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 Mentor Mentor

**Goal #4 – Standard 2**

The goal is to improve our professional practice within our school district, especially for our teachers.

I will work with our administrators to review our framework for professional practice, especially for teachers, so everyone can know what they are evaluated on, and so everyone can work to improve the quality of their teaching. We will then work to implement the framework into the teacher evaluations done by our administrators.

The evidence of the completion of this goal will be an increased understanding by all as to what they are evaluated on, and specifics as to how they can improve their practice. We will also create several documents as handouts for teachers, and paperwork that the administrators use in their evaluation process.

I would hope to complete this goal by the end of January so it can be implemented within our school

Goal Attainment: This goal has been successfully completed

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 Intern Supervisor

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 Mentor Mentor