



UNIVERSITY OF HOUSTON – VICTORIA
Administrative Education Department

“Sample” Principals Practicum Log

AED 6304 or AED 6305
 Please check

Hours 1-30; Hours 31-60; Hours 61-90
 Please check

Submitted: ___/___/___
 Date

Leadership Area #1 – Mission & Vision

Date	Hours	Description of Work	Comments & Reflections
2/1	4 hrs.	Conducted interviews of students, staff and parents to collect feedback on the transition from grade 8 to grade 9.	Found some easy areas to fix that would make for more positive transitions.

Leadership Area #2 – High Expectations for Standards/Evaluation

Date	Hours	Description of Work	Comments & Reflections
3/4	2 hrs.	Assisted principal with organizing a faculty training session on standardizing end of course assessments.	Learned a lot about how to prepare for a meeting.

Area #3 – Instructional Practices

Date	Hours	Description of Work	Comments & Reflections
3/18-4/17	12 hrs.	Accompanied the principal and assistant principal on classroom walkthroughs to monitor instruction.	Found big differences in the levels of student engagement and quality of instruction.

Area #4 – Focus on Students

Date	Hours	Description of Work	Comments & Reflections
3/20	2 hrs.	Met with core teachers in grade 9 and shared results of transition survey. Teachers prepared draft list of strategies.	When teachers are given meaningful data they have the talent to work through strategies.

Area #5 – Using Data to Drive Improvement

Date	Hours	Description of Work	Comments & Reflections
3/2	4 hrs.	Prepared a series of data tables on 1 st semester end of course assessment for the principal to share in Dept. Meetings.	This was a lot detail work, but very revealing!

Area #6 - Focus on Achievement

Date	Hours	Description of Work	Comments & Reflections
4/1	1 hr.	Prepared a power point for the principal on 1 st semester grades and end of course assessments.	She loved the power point and let me present it at the faculty meeting.

Leadership Area #7 – Parents as Partners

Date	Hours	Description of Work	Comments & Reflections
4/3	1 hr.	Attended a Parent Advisory meeting with principal to discuss school discipline and changes to the handbook.	Looks like one parent want us to tighten up on the dress code.

Leadership Area #8 – Facilitating Change

Date	Hours	Description of Work	Comments & Reflections
2/18	2 hrs.	Conducted internet searches for teaming exercises that principal and A.P. can use to train Learning Team Leaders.	This is so needed for some of faculty who won't come out of their caves.

Area #9 – Leading Professional Development

Date	Hours	Description of Work	Comments & Reflections
2/14	2 hrs.	Worked with Assistant Principal to coordinate activities and resources for Learning Teams on the upcoming In-service Day.	Some of the teams are very organized. But others need interventions....not much in the way of plans.

Area #10 – Organization of Time

Date	Hours	Description of Work	Comments & Reflections

Area #11 – Resource allocation

Date	Hours	Description of Work	Comments & Reflections

Area #12 – Communication with Central Office/Community

Date	Hours	Description of Work	Comments & Reflections

Signatures signify successful completion of all activities listed.

_____ / ____ / ____
 UHV Student Signature Date

_____ / ____ / ____
 Host Administrator Signature Date