

**REPORTING FORMAT**  
**INTERNSHIP CANDIDATES**  
**STATE OF ILLINOIS**  
**and**  
**NORTH CENTRAL COLLEGE CRITERIA**

**INTERNSHIP EVIDENCE CHART**  
**EDN 690 & EDN 691**

## Directions for Completing the Internship Evidence Chart

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Each project is represented by three sections in the Internship Evidence Chart:

- 1. Focus Area Cover Page.** This page details the project and its focus area while also providing two columns for the candidate to indicate the grade level(s) the candidate worked with as part of the focus area and whether the focus area activity constituted leadership or participation.
  - **Grade Level:** Intern candidates need to indicate the grade level(s) addressed during the field project for each focus area. Over the course of the internship, each grade level must be addressed.
  - **Participation vs Leadership:** Intern candidates need to indicate whether the focus area of the project was completed at the participation or leadership level. Artifacts should support the level of involvement indicated. *Participation* level refers to the candidate's opportunity to join/share in the activity and the decision-making that may result from the activity. *Leadership* level refers to the candidate's opportunity to plan, direct, and develop activities and oversee decision-making that may be required by or result from the activity.
- 2. Artifact Table.** This section includes a table to overview the artifacts associated with each field project. The table includes State-prescribed artifacts that are indicated by the word "required" after the title of the artifact. It includes a column indicating, when applicable, the focus area the artifact is aligned to as well as the SREB indicator. A brief title and description of the artifact is also required. Artifacts are to be submitted with the table, so it is important to label corresponding artifacts for clear identification. In each field project section, blank lines have been provided for additional artifacts from the project and related field experiences. Candidates may add as many log lines as necessary to accommodate all artifacts for submission.

**NOTE:** Each section contains descriptors of necessary artifacts for alignment to SREB indicators. Some artifact descriptors are labeled "required" indicating that they are specific products required for that project as part of the State-prescribed rubric. If a provided artifact descriptor in the table is **not** labeled "required," the candidate has flexibility on how to organize the indicators and which project would best serve as the conduit for meeting that particular SREB indicator. These SREB indicators have been housed in the field project that seemed best suited to generate corresponding artifacts, but the candidate may meet this criteria more aptly in other field projects and may move the item(s) to other sections as appropriate. Only the "required" artifacts must remain in the assigned field project section. Of course, all SREB indicators must be met through field project experiences and supported artifacts.

- 3. Rubric.** A rubric follows each table of artifacts. A Stakeholder Evaluation section is included for the candidate to self-evaluate performance on that particular field project as well as a section for mentor and supervisor evaluation. The candidate and mentor sections should be completed prior to submission of the evidence chart. A *basic* rating indicates a candidate has met all requirements with substantial evidence, whereas *proficient* indicates that the evidence is not only adequate, but compelling and impressive. An *unsatisfactory* indicates that criteria has been met in an unimpressive or cursory manner. Candidates who have not met criteria will not earn a rating and will need to resubmit. A rubric of ratings 1/0 is also included for each project. In the case of field projects 1, 2, and 3, the rubric is a State-designed evaluation that requires scores of 1 (vs. 0) on all rubric items in order to pass; other areas have NCC-designed rubrics using the same 1/0 rating. All criteria in these sections must be met (1 rating) in order to pass the internship.

Student Name:	Mentor(s) Name:	Submission Date (Month/Day/Year):
EDN 690 (Term/Year started):		
Supervisor(s) Name for EDN 690:		Observations (date) / (date):
EDN 691 (Term/Year started):		
Supervisor(s) Name for EDN 691 if different:		Observations (date) / (date):

## EDN 690/691 Internship Evidence Chart

### Field Project # 1: FOCUS AREA

### SIP & DATA

*Demonstrate a comprehensive understanding and performance in data analysis, school improvement, and conducting the School Improvement Plan (SIP) process.*

<b>No.</b>	<b>Focus Area</b> <i>The following embedded coursework assignments provided a foundation for Field Project #1:</i> <ul style="list-style-type: none"> <li>• EDN 500 Standards Study &amp; Recommendations</li> <li>• EDN 515 Action Plan</li> <li>• EDN 620 School Program Assessment</li> <li>• EDN 630 School Audit</li> </ul>	<b>GRADE LEVEL EXPERIENCE</b>  <i>Min. of 1 experience per grade level required through entire internship</i>	<b>PARTICIPATION or LEADERSHIP</b>  <i>Min. 80% of experiences need to be at the Leadership level</i>
1.1	Explain the purpose of the SIP and its relationship to the school's vision in a presentation to a group of stakeholders (e.g., at a faculty meeting, department meeting, parent group, community group, etc.).	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
1.2	Analyze and review data, including but not limited to, state test results, and work with a faculty group/team to identify areas for improvement and interventions, with particular attention given to NCLB student subgroups and low performing students.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
1.3	Work with faculty or faculty teams to create, implement, and formatively evaluate a school improvement action plan.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
1.4	Work with faculty or faculty teams to gather and examine data to assess progress on the SIP and make recommendations for improvements or modifications to the SIP for the following year.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership

## EDN 690/691 Internship Evidence Chart

### Field Project # 1: ARTIFACTS

### SIP & DATA

*Demonstrate a comprehensive understanding and performance in data analysis, school improvement, and conducting the School Improvement Plan (SIP) process.*

Intern candidates need to provide **artifacts** as evidence of work related to the specified field project. Artifacts required by the State for this field project have already been indicated, but candidates should include additional artifacts/evidence as well. The intern candidate needs to provide a brief description or explanation of each artifact, as well as indicating alignment to the focus area or SREB indicators (if not already indicated).

Artifact	Description/Explanation	Focus Area	SREB Alignment
Data analysis process. <i>(required)</i>		1.2	3a, 4a
Powerpoint/Media Presentation. <i>(required)</i>		1.1	4c, 5b, 6a
Hand-outs. <i>(required)</i>		1.1	12a, 5b
Meeting minutes to discuss school improvement. <i>(required)</i>		1.3	1a, 2b, 4a
Stakeholders input received as part of process. <i>(required)</i>		1.4	4d, 3b, 12b
Candidate reflection with APA format. <i>(required)</i>		1.4	1b
Evidence of overseeing academic recognition program at all levels of ability.			2a
Authentic assessments of student work use/evaluation of rubrics, texts, projects.			2c
Evidence of working on team mapping curriculum across grade levels with standards, assignments, assessments & monitor implementation with team.			3c, 3d, 3e
Work on literacy/numeracy task forces in interdisciplinary manner, allowing students to apply knowledge across various modalities across the curriculum.			3f, 3g

Artifact	Description/Explanation	Focus Area	SREB Alignment
Collaborating with adults from within the school and community to provide mentors for all students.			4b
Writing grants or developing partnerships that provide needed resources for school improvement.			11a
Gathering feedback regarding the effectiveness of personal communication skills.			6b

# EDN 690/691 Internship Evidence Chart

## Field Project # 1: EVALUATION

## SIP & DATA

NCC Stakeholder Evaluation					
SELF ASSESSMENT by Intern		MENTOR ASSESSMENT		SUPERVISOR ASSESSMENT	
<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>	
ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor					
Focus Area: 1.1 – Explain the purpose of the SIP and its relationship to the school's vision in a presentation to a group of stakeholders (e.g., at a faculty meeting, department meeting, parent group, community group, etc.)					
	Meets the Standard	Does Not Meet the Standard	SCORE		
Content: Standards = 1.A-1.E, 4.A, 5.A Appropriateness of the Content	The candidate uses media in a compelling presentation format that focuses on the school's vision and mission and its connection to the work of the staff and principal to attain greater student achievement. The presentation also connects the vision to the work of the school's improvement plan and is tailored to the audience.	The presentation does not bring the vision and mission of the school into focus for the attainment of greater student achievement. The school improvement plan is mentioned but is not a central part of the work to accomplish greater student achievement. The presentation is too generic to specifically connect the audience to the material.	1 / 0		
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate creates a document that clearly outlines the process used in preparing for the presentation, communicating with the audience, and planning the follow- up meeting. The candidate provides additional artifacts to support the presentation. There is a logical sequence to all events, all are well planned and executed, and achieve the stated purpose.	The candidate's outline is brief or incomplete for the presentation. Few artifacts support the presentation. It lacks organizational logic and reflects poor planning. The purpose is vague, clear communication to the audience is lacking, and the presentation does not achieve its purpose.	1 / 0		
Outcomes: Clearly Stated Clearly Demonstrated Data Supports the Results	The candidate clearly states the outcomes and expectations of the presentation. The candidate has additional data and documents to support the outcomes and expectations. The candidate provides artifacts to support the presentation.	The outcomes of the candidate's presentation are vague and unclear (few or no artifacts support the presentation). There are few supporting documents or data to back up the presentation.	1 / 0		
Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion	The candidate produces the following presentation items: an outline, a multi-media presentation (power point or other), handouts, and meeting minutes; as well as documentation of the input from the audience as a result of the presentation. (More artifacts are encouraged to demonstrate greater competency.)	The candidate produces few of the following suggested items: (artifacts did not demonstrate competency): an outline, a multi-media presentation (power point or other), handouts, meeting minutes; as well as documentation of the input from the audience as a result of the presentation.	1 / 0		
Quality: Beginning Principal Like or Better Complete Accurate	The following qualities are demonstrated in all materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate meets or exceeds the standards measured on this assessment.	The following qualities are lacking in materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate does not meet or exceed the standards measured on this assessment.	1 / 0		
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>		

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 1.2 – Analyze and review data, including but not limited to, state test results, and work with a faculty group/team to identify areas for improvement and interventions, with particular attention given to NCLB student subgroups and low performing students.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
<p>Content: Standards = 2.A-2.I, 5.A, 5.C, 5.D, 5.E Appropriateness of the Content</p>	<p>The candidate works with faculty to review and analyze national, state, district, school and classroom data to identify academic achievement interventions for each of the schools NCLB subgroups or low performing students. Candidate's work reflects new interventions that align to the School Improvement Plan and the school's student achievement goals.</p>	<p>The candidate's work with faculty to analyze and review data will not likely result in improved student learning for each of the schools NCLB subgroups or low achieving students. The candidate's work with faculty is sporadic, disconnected, and/or does not connect the intervention to the SIP and the school's student achievement goals.</p>	1 / 0
<p>Process: Follows Theory to Practice Logical &amp; Sequential Understandable Achieves the Purpose</p>	<p>The candidate produces an analysis of data (an artifact) and has other artifacts to demonstrate the process used in preparing for, working with, and following up on the work with the faculty in the identification of interventions that will improve student learning for all NCLB subgroups. There is a logical sequence to all activities. Planning and execution is of high quality and achieves the purpose.</p>	<p>The candidate is not able to produce a useable process for the review and analysis of data (an artifact) and/or other artifacts that demonstrate a reliable process for preparing, working with, and following up on the work with the faculty. The candidate identifies inadequate improvement interventions. There is an illogical sequence to all activities. Planning and execution is poor and the purpose is not achieved.</p>	1 / 0
<p>Outcomes: Clearly Stated Clearly Demonstrated Data Supports the Results</p>	<p>The candidate produces clearly stated outcomes and expectations, performs data analysis, reviews the process used with the faculty (artifacts to demonstrate accomplishment) and has additional data and documents to support the outcomes of specific new improvement interventions for all NCLB subgroups.</p>	<p>The candidate produces unclear outcomes and expectations for the data analysis and review process with the faculty (and has poorly constructed artifacts). Further, additional data and documents to support the outcomes of specific new improvement interventions for all NCLB subgroups are lacking or absent.</p>	1 / 0
<p>Products: Align to Standards Articulate and Well-organized Demonstrates Full Completion</p>	<p>The candidate produces the following suggested items: a document detailing the data analysis and review process and products; all materials created and used in leading the faculty through the analysis and identification of specific interventions, and the meeting minutes verifying the input of, and work done by the faculty on the interventions (more artifacts are encouraged to demonstrate greater competency).</p>	<p>The candidate produces few of the suggested items. Those produced do not demonstrate competency in the documentation of the following processes: conducting a review of the analysis of data; leading the faculty through the analysis and identification of specific instructional interventions; detailing meeting minutes indicating faculty worked on the interventions discussed; and/or soliciting input from faculty in the school improvement process.</p>	1 / 0
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following qualities are demonstrated in all materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate meets or exceeds the standards measured on this assessment.</p>	<p>The following qualities are lacking in materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate does not meet or exceed the standards measured on this assessment.</p>	1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 1.3 – Work with faculty or faculty teams to create, implement, and formatively evaluate a school improvement action plan.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
Content: Standards = 1.B-1.E, 2.A, 2.D, 2.E, 2.I, 4.A- 4.D, 5.A Appropriateness of the Content	The candidate demonstrates their work with the faculty to create, implement and evaluate an SIP action plan. The action plan is based on current data, reflects current research and best practices, and is connected to the work outlined in the school's SIP.	The candidate's action plan does not clearly focus on the work of the faculty to attain greater student achievement. The plan is not based on data, does not reflect current research, and is not clearly connected to the work outlined in the school's SIP.	1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate creates a clear action plan (an artifact) in collaboration with the faculty and possesses other artifacts that demonstrate the processes used in preparing for, implementing and evaluating the SIP action plans. There is a logical sequence to all events, all are well planned and executed, and achieve the purpose of improving student achievement.	The candidate's action plan is not clear or is missing (an artifact) and other artifacts that demonstrate the processes used in preparing for, implementing, and evaluating the action plan are inadequate to create success. The candidate does not engage faculty in the creation of the action plan. The sequence of events is illogical, often unplanned and executed, and they do not achieve the purpose of improving student achievement.	1 / 0
Outcomes: Clearly Stated Clearly Demonstrated Data Supports the Results	The candidate clearly states the outcomes and expectations of the action plan. The candidate and the faculty demonstrate a clear understanding of the roles and responsibilities required for the implementation of the action plan and the continuous quality improvement process.	The candidate states the outcomes and expectations of the initiatives but the focus is unclear. The candidate's action plan is unclear or lacks faculty input. The additional data and documents to support the outcomes of the initiative are lacking or absent. The process for the formative evaluation of the action plan is lacking or absent.	1 / 0
Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion	The candidate produces the following artifacts: a copy of the action plan; data and other information used with staff who work on the creation and implementation of the action plan; documentation of meetings and processes used to monitor the progress of the implementation; evidence of a formative evaluation process and impacts on student learning attained as a result of the initiative; etc. (more artifacts are encouraged to demonstrate greater competency).	The candidate produces few of the suggested items: a copy of the action plan; data and other information used with staff who work on the creation and implementation of the action plan; documentation of meetings and processes used to monitor the progress of the implementation; evidence of a formative evaluation process and measurement of impact on student learning attained as a result of the action plan, etc.	1 / 0
Quality: Beginning Principal Like or Better Complete Accurate	The following qualities are demonstrated in all materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate meets or exceeds the standards measured on this assessment.	The following qualities are lacking in materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate does not meet or exceed the standards measured on this assessment.	1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 1.4 – Work with faculty or faculty teams to gather and examine data to assess progress on the SIP and make recommendations for improvements or modifications to the SIP for the following year.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
<p>Content: Standards =1.B-1.E, 2.A, 2.D, 2.E, 2.I, 4.A- 4.D, 5.A Appropriateness of the Content</p>	<p>The candidate presents to the school's leadership team a comprehensive examination of the progress made by the staff and principal toward the identified goals of the SIP. The presentation clearly explains the data used to analyze the impact of various interventions toward the goals identified in the SIP. The candidate's recommendations are based on an analysis of interventions implemented in support of the SIP, faculty input, and are aligned with the mission and vision of the school. The presentation focuses on the work of the staff and principal to attain improved and increased student achievement and demonstrates significant logical and practical improvements for future planning by the school's Leadership Team.</p>	<p>The candidate's presentation to the school's Leadership Team is an incomplete examination of the school's SIP; the analysis of action plans is lacking and recommendations are not logical and/or practical for future improvement planning. The recommendations are not based on an analysis of interventions implemented in support of the SIP or are lacking in detail. The presentation is unclear in its focus on the work of the staff and principal to increase student achievement. The recommendations are not aligned with the mission and vision of the school, or are not clearly articulated as such.</p>	1 / 0
<p>Process: Follows Theory to Practice Logical &amp; Sequential Understandable Achieves the Purpose</p>	<p>The candidate demonstrates the analysis and presentation as an artifact and has other artifacts that demonstrate the processes used in preparing for, presenting, and following up on the meeting after the presentation. There is a logical sequence to all events, all are well planned and executed, and they achieve the purpose of improving student achievement.</p>	<p>The candidate has an incomplete analysis and presentation as an artifact and does not provide other artifacts that demonstrate the processes used in preparing for, presenting, and following up on the meeting after the presentation. The sequence of events is illogical, often unplanned and executed, and they do not achieve the purpose of improving student achievement.</p>	1 / 0
<p>Outcomes: Clearly Stated Clearly Demonstrated Data Supports the Results</p>	<p>The candidate clearly states the outcomes and expectations of the presentation (and possesses artifacts to demonstrate accomplishment). The candidate produces additional data and documents to support the outcomes and/or expectations from the presentation.</p>	<p>The outcomes of the candidate's presentation are vague and unclear (few or no artifacts support the presentation). There are few supporting documents or data to back up the presentation.</p>	1 / 0
<p>Products: Align to Standards Articulate and Well-organized Demonstrates Full Completion</p>	<p>The candidate produces the following presentation items: an outline, a multi-media presentation (power point or other), handouts, explanation of the analysis of interventions implemented in support of the SIP and how the recommendations incorporate that analysis, list of recommendations, and meeting minutes, as well as input received as a result of the presentation. (More are most certainly welcome to demonstrate greater competency)</p>	<p>The candidate produces few of the following items; (those presented do not demonstrate competency): handouts, explanation of the analysis of interventions implemented in support of the SIP and how the recommendations incorporate that analysis, list of recommendations, and meeting minutes, as well as input received as a result of the presentation.</p>	1 / 0
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following qualities are demonstrated in all materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate meets or exceeds the standards measured on this assessment.</p>	<p>The following qualities are lacking in materials: correct APA formatting; correct spelling and grammar; completeness; accuracy; and comprehensiveness. Candidate does not meet or exceed the standards measured on this assessment.</p>	1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>

## EDN 690/691 Internship Evidence Chart

### Field Project # 2: FOCUS AREA

### TEACHER DEVELOPMENT

*Demonstrate comprehensive understanding and performance in conducting teacher hiring, faculty evaluation, and professional development.*

No.	<p style="text-align: center;"><b>Focus Area</b></p> <p><i>The following embedded coursework assignments provided a foundation for Field Project #2:</i></p> <ul style="list-style-type: none"> <li>• EDN 534 Candidate Hiring/Interviewing Assignment</li> <li>• EDN 534 Teacher Observation &amp; Evaluation</li> <li>• EDN 534 Supervision Platform Paper</li> <li>• EDN 534 Field Experience: non-traditional Personnel Investigation</li> <li>• EDN 620 Professional Development Plan Overview</li> </ul>	<p style="text-align: center;"><b>GRADE LEVEL EXPERIENCE</b></p> <p><i>Min. of 1 experience per grade level required through entire internship</i></p>	<p style="text-align: center;"><b>PARTICIPATION or LEADERSHIP</b></p> <p><i>Min. 80% of experiences need to be at the Leadership level</i></p>
2.1	Participate in the hiring process including, at a minimum: creation of a job description; creation of interview questions and assessment rubric; participation in interviews for the position; recommendation of the candidate to hire with rationale and data to support the selection; and preparation of letters of rejection for candidates who were not selected.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
2.2	Conduct a full cycle of clinical supervision, including a pre-observation conference, a classroom observation, and a post-observation conference. Write a summary that provides evidence utilizing actual notes, observations, discussion, forms, and student achievement data providing feedback to the teacher. Provide examples of interventions and supports needed for the non-tenured or struggling teacher.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
2.3	In conjunction with stakeholders, lead in the development of a professional development plan for a school building that includes: (1) data analysis (reviewed in Focus Area 1.2); (2) multiple options for teacher development; and (3) a method for evaluating the professional development plan and the extent to which it will lead to school improvement.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership

## EDN 690/691 Internship Evidence Chart

### Field Project # 2: ARTIFACTS

### TEACHER DEVELOPMENT

*Demonstrate comprehensive understanding and performance in conducting teacher hiring, faculty evaluation, and professional development.*

Intern candidates need to provide **artifacts** as evidence of work related to the specified field project. Artifacts required by the State for this field project have already been indicated, but candidates should include additional artifacts/evidence as well. The intern candidate needs to provide a brief description or explanation of each artifact, as well as indicating alignment to the focus area or SREB indicators (if not already indicated).

Artifact	Description/Explanation	Focus Area	SREB Alignment
A description of collaboration with staff on alignment of the job description with student learning needs. (required)		2.1	4a
A job description created by intern or a critique of the job description if a standard job description is used. (required)		2.1	
Interview questions. (required)		2.1	
A rubric for assessment of the applicants. (required)		2.1	
Rejection letters for candidates who were not selected. (required)		2.1	
Notes and forms used in the preconference, observation, post conference; post conference write-up or formative evaluation form; summative evaluation; professional development recommendations. (required)		2.2	
An articulate and well-organized summary of the formative clinical supervision process (required)		2.2	8b
A reflection articulating the effects of supervision on student learning and the school improvement process. (required)		2.2	
A time-log and reflection that indicates knowledge of NSDC standards. (required)		2.3	3d

Artifact	Description/Explanation	Focus Area	SREB Alignment
Alignment of NSDC standards to a professional development plan for a school building with data analysis, aligned to the school SIP, and with multiple development options. (required)		2.3	8b, 8c, 13a, 9b
A mechanism for evaluating the effectiveness of the professional development plan to improve student learning. (required)		2.3	8a, 9b
Scheduling of classroom and/or professional development activities to provide meaningful time for school improvement activities.			10a

# EDN 690/691 Internship Evidence Chart

## Field Project # 2: EVALUATION

## TEACHER DEVELOPMENT

NCC Stakeholder Evaluation			
SELF ASSESSMENT by Intern	MENTOR ASSESSMENT		SUPERVISOR ASSESSMENT
<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>	
ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor			
Focus Area: 2.1 - Participate in the hiring process including, at a minimum: <ul style="list-style-type: none"> <li>• creation of a job description;</li> <li>• creation of interview questions and assessment rubric;</li> <li>• participation in interviews for the position;</li> <li>• recommendation of the candidate to hire with rationale and data to support the selection; and</li> <li>• preparation of letters of rejection for candidates who were not selected.</li> </ul>			
	Meets the Standard	Does Not Meet the Standard	SCORE
Content: ISLLC Standard 3b. Obtain, Allocate, Align, and Efficiently Utilize Human, Fiscal, and Technological Resources  IDP Standard 5.3a. Alignment of Human Resources to Support Student Learning Needs	<p>The candidate collaborates with staff to align the teacher job description to student learning needs. The candidate creates a job description, or, if the school district uses a standard job description for the position, analyzes the standard job description and writes a critique of it.</p> <p>The candidate creates interview questions and a rubric for assessment of the applicants' competence. The interview questions are aligned with student learning needs. The assessment rubric is based on the job description and provides clear criteria for evaluating the applicants for the position. The interview questions are relevant to making judgments about the competence of applicants and do not request information that violates anti-discrimination laws.</p>	<p>The candidate does not collaborate with staff on the alignment of the teacher job description to student learning needs. The candidate neither creates nor analyzes the standard job description provided by the school district and does not write a critique of it.</p> <p>The candidate does not create interview questions and a rubric for assessment of the applicants or the interview questions were not aligned with student learning needs. The candidate does not create an assessment rubric, the assessment rubric is not based on the job description, or the rubric does not provide clear criteria for evaluating applicants for the position. One or more of the interview questions are not relevant to making judgments about the competence of applicants or requests information that violates anti-discrimination laws.</p>	1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	<p>The candidate participates in the interviews of applicants for the position. The candidate greets applicants, states the purpose of the interview, asks relevant questions, takes accurate notes, and provides information to applicants about the school and district. The candidate completes the assessment rubrics. The candidate prepares rejection letters for candidates who were not selected.</p>	<p>The candidate does not complete one or more important aspects of the process. The candidate does not participate in the interviews of applicants for the position; does not perform one or more of the following: greet applicants, state the purpose of the interview, ask relevant questions, take accurate notes, or provide information to applicants about the school and district; does not complete the assessment rubrics; or does not prepare rejection letters for candidates who were not selected.</p>	1 / 0

<b>ILLINOIS Internship Assessment Scoring Rubric Continued</b>			
<b>Focus Area: 2.1 Continued</b>	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
<p>Outcomes/Reflection: Clearly Stated Clearly Demonstrated Data Supports the Results Reflection</p>	<p>The candidate recommends an applicant for employment as a teacher, and the recommendation is supported with a sound rationale and data from the assessment rubrics. (In the event an applicant is not acceptable, the candidate explains why.)</p> <p>The candidate reflects on the knowledge and skills required to effectively perform his or her role and explain how the outcome of the hiring process contributes to student learning.</p>	<p>The candidate recommends an applicant for the position, but the rationale is weak or is not supported with data from the assessment rubrics.</p> <p>The candidate did not reflect on the knowledge and skills required to effectively perform his or her role or the reflection is superficial. The candidate did not explain how the outcome of the hiring process contributes to student learning or the explanation is facile.</p>	<p>1 / 0</p>
<p>Products: Align to Standards Articulate/Organized Demonstrates Full Completion Reflection</p>	<p>The candidate produces (1) description of collaboration with staff on alignment of the job description with student learning needs; (2) job description created by candidate or, if a standard job description is used, a critique of the job description; (3) interview questions; (4) a rubric for assessment of the applicants; and (5) rejection letters for candidates who were not selected.</p>	<p>The candidate is missing one or more of the following: (1) description of collaboration with staff on alignment of the job description with student learning needs; (2) job description created by candidate or, if a standard job description is used, a critique of the job description; (3) interview questions; (4) a rubric for assessment of the applicants; and (5) rejection letters for candidates who were not selected.</p>	<p>1 / 0</p>
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.</p>	<p>The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.</p>	<p>1 / 0</p>
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>		<b>TOTAL SCORE</b>	

**ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor**

Focus Area: 2.2 - Conduct a full cycle of clinical supervision, including a pre-conference, conference, and post-conference. Write a summary utilizing actual notes, observations, discussion, forms, and student achievement data. Provide examples of interventions and support needed for the non-tenured or struggling teacher.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
<p>Content: Standards = 1.b, 1.c, 1.d, 1.e, 2.a, 2.d, 2.f, 2.g, 2.h, 2.i, 3.d, 3.e, 5.b, 5.c, 5.e</p> <p>Competencies = 1.1b, 1.1c, 1.2e, 2.1b, 2.2b, 3.1b, 3.1c, 3.2b, 3.2c, 3.2d, 5.1a2, 5.1c, 5.2b, 5.2c, 5.2d</p> <p>Appropriate</p>	<p>The candidate clearly demonstrates knowledge and skills of clinical supervision and formative and summative evaluation (through a summary based upon notes, observations, meeting with a teacher, forms and student achievement data). The candidate demonstrates knowledge and skills of ways that school leaders strengthen the vision and mission of the school through alignment of clinical supervision with the school improvement process. The candidate demonstrates the communication, interpersonal, and ethical skills and understandings necessary for effective school leadership through clinical supervision.</p>	<p>The candidate does not demonstrate knowledge and skills of clinical supervision and formative and summative evaluation (through a summary based upon notes, observations, meeting with a teacher, forms and student achievement data). The candidate does not demonstrate knowledge and skills of ways that school leaders strengthen the vision and mission of the school through alignment of clinical supervision with the school improvement process. The candidate does not demonstrate the communication, interpersonal, and ethical skills and understandings necessary for effective school leadership through clinical supervision.</p>	1 / 0
<p>Process: Follows Theory to Practice Logical &amp; Sequential Understandable Achieves the Purpose</p>	<p>Based upon best practices in clinical supervision, the candidate clearly connects the three stages of clinical supervision: the pre-conference, observation, and post-conference. The process used by the candidate is coherent and purpose-driven. The pre-conference establishes the purpose of the observation and the tool(s) to be used to gather data on the classroom instructional process. The observation is focused and aligned to its purpose. During the post-conference, results are shared, recommendations for improvement provided, and professional development activities identified.</p>	<p>The candidate does not follow the three step clinical supervision process. The process used by the candidate was disjointed, not purpose-driven, and unfocused. The process does not result in useful and data-based recommendations for improvement that could guide ongoing professional development.</p>	1 / 0
<p>Outcomes/Reflection: Clearly Stated Clearly Demonstrated Data Supports the Results Reflection</p>	<p>The candidate clearly states the outcomes of the clinical supervision process and formative and summative evaluation. The candidate demonstrates accomplishment of the purpose of the process using appropriate data and other information to assess teacher performance from the observation. The candidate provides examples of professional development connected to the school's improvement process for the majority of teachers or necessary interventions and support for non-tenured or struggling teachers. The candidate reflects individually and elects to seek feedback on performance as an evaluator from the evaluated teacher or principal mentor to assess personal effectiveness.</p>	<p>The outcomes for the clinical supervision and formative and summative evaluation process are not clearly identified during the pre-conference. As a result, data and information collected during the observation are disjointed and unfocused. The lack of identification of outcomes negatively impacts the post-conference. The candidate's personal reflection lacks depth or does not address the teacher who was reviewed. Additional feedback from the teacher or mentor principal is either missing or lacking.</p>	1 / 0

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 2.2 Continued	Meets the Standard	Does Not Meet the Standard	SCORE
<p>Products: Align to Standards Articulate and Well-organized Demonstrates Full Completion Reflection</p>	<p>The candidate produces an articulate and well-organized summary of the formative clinical supervision process that includes documentation from the formative preconference, observation, the post observation conference and the summative evaluation of the teacher's performance.</p> <p>In a reflection, the candidate articulates the effects of supervision on student learning and the school improvement process.</p> <p>Artifacts include: notes and forms used in the preconference, observation, post conference; post conference write-up or formative evaluation form; summative evaluation; professional development recommendations.</p>	<p>The candidate is missing one or more of the artifacts that summarize the candidate's work in the clinical supervision process that includes documentation from the formative preconference, observation, the post observation conference and the summative evaluation of the teacher's performance. Artifacts missing include: notes and forms used in the preconference, observation, post conference; post conference write-up or formative evaluation form; summative evaluation; professional development recommendations; etc.</p>	<p align="center">1 / 0</p>
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.</p>	<p>The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.</p>	<p align="center">1 / 0</p>
<p align="center"><b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b></p>		<p align="center"><b>TOTAL SCORE</b></p>	

**ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor**

Focus Area: 2.3 - In conjunction with stakeholders lead in the development of a professional development plan for a school building that includes:

1. data analysis (reviewed in Focus Area 1.2);
2. multiple options for teacher development; and
3. a method for evaluating the plan leading to school improvement.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
Content: Standards = Competencies = Appropriate	The candidate clearly demonstrates knowledge and understanding of the 12 components of the National Staff Development Council (NSDC) professional development standards.	The candidate does not or inadequately demonstrate knowledge of the NSDC standards.	1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate clearly demonstrates application of the NSDC standards to their own school professional development needs by analyzing data, creating options, and creating an evaluation plan in collaboration with stakeholders.	The candidate does not or inadequately demonstrated application of the NSDC standards to their own school professional development needs by analyzing data, creating options, and creating an evaluation plan in collaboration with stakeholders.	1 / 0
Outcomes/Reflection: Clearly Stated Clearly Demonstrated Data Supports the Results	The candidate clearly states the outcomes of the school's professional development plan in relationship to school improvement.	The candidate does not or inadequately state the outcomes of the school's professional development plan in relationship to school improvement.	1 / 0
Products: Align to Standards Articulate and Well-organized Demonstrates Full Completion Reflection	The candidate's internship time-log and reflections clearly : <ul style="list-style-type: none"> <li>• indicate knowledge of NSDC standards,</li> <li>• application of the standards to the professional development plan embedded in the school SIP,</li> <li>• and a mechanism for evaluating the effectiveness of the plan to improve student learning.</li> </ul>	The candidate's internship time-log and reflections does not indicate or inadequately indicated knowledge of NSDC standards, application of the standards to the professional development plan embedded in the school SIP, and a mechanism for evaluating the effectiveness of the plan to improve student learning.	1 / 0
Quality: Beginning Principal Like or Better Complete Accurate	The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.	The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.	1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>

## EDN 690/691 Internship Evidence Chart

### Field Project # 3: FOCUS AREA

### MANAGEMENT

*Demonstrate comprehensive understanding and performance in conducting school-wide management of personnel, resources, and systems for adequacy and equity.*

No.	<p style="text-align: center;"><b>Focus Area</b></p> <p><i>The following embedded coursework assignments provided a foundation for Field Project #3:</i></p> <ul style="list-style-type: none"> <li>• EDN 515 Action Plan</li> <li>• EDN 522 Legal Case Studies/ Response Paper</li> <li>• EDN 522 Examine various school district policies regulating bullying/harassment</li> <li>• EDN 522 Ethics and Politics in Education Field Experience</li> <li>• EDN 534 PreK-12 Literacy/Numeracy/ SEL Overview</li> <li>• EDN 536 Community Resource Project</li> <li>• EDN 610 Field Experience: Welfare/Management</li> <li>• EDN 610 Budget Process Investigation</li> <li>• EDN 610 Safe School Initiative</li> <li>• EDN 620 Technology Applied to School Program Assignment</li> </ul>	<p style="text-align: center;"><b>GRADE LEVEL EXPERIENCE</b></p> <p><i>Min. of 1 experience per grade level required through entire internship</i></p>	<p style="text-align: center;"><b>PARTICIPATION or LEADERSHIP</b></p> <p><i>Min. 80% of experiences need to be at the Leadership level</i></p>
3.1	Investigate, define, and delineate the systems and factors within the internship school for advocating, nurturing, and sustaining a culture of collaboration, trust, learning, high expectations, and a personalized and motivating learning environment for students.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
3.2	Review the school's budget and other resources with the internship principal. Detail how the resources are typically used, evaluated for adequacy, assess for effectiveness and efficiency. Provide recommendations for improvement. Address the impact of the budget on the following NCLB student subgroup: Limited English Proficiency, special education and economically disadvantaged. Present recommendations for improvement to a faculty group and solicit input in the budget development process.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
3.3	State the mission of the school. Determine and analyze the different systems that exist within the school to fulfill the school's mission (i.e. instructional: curriculum, assessment, technology, class structure; and management: discipline plan; attendance; maintenance; transportation, etc.). Choose one instructional and one management system; create an assessment tool that will be used to rate the two systems. Finally, develop recommendations for improvement of aspects of the two systems that need improvement and report the findings to the internship principal.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership

## EDN 690/691 Internship Evidence Chart

### Field Project # 3: ARTIFACTS

### MANAGEMENT

*Demonstrate comprehensive understanding & performance in conducting school-wide management of personnel, resources, & systems for adequacy & equity.*

Intern candidates need to provide **artifacts** as evidence of work related to the specified field project. Artifacts required by the State for this field project have already been indicated, but candidates should include additional artifacts/evidence as well. The intern candidate needs to provide a brief description or explanation of each artifact, as well as indicating alignment to the focus area or SREB indicators (if not already indicated).

Artifact	Description/Explanation	Focus Area	SREB Alignment
<p>The candidate has produced the following items:</p> <ul style="list-style-type: none"> <li>• a review of the systems data;</li> <li>• a graphic map of 2 areas of the school's learning environment</li> <li>• an analysis of supporting and impeding factors,</li> <li>• an evaluation of the systems' effectiveness; recommendations for improvement.</li> </ul> <p><i>Potential learning environment system may include:</i></p> <ul style="list-style-type: none"> <li>• <i>professional learning communities (PLC),</i></li> <li>• <i>school improvement process (SIP); professional development;</i></li> <li>• <i>teacher leadership;</i></li> <li>• <i>building leadership teams;</i></li> <li>• <i>cultural proficiency;</i></li> <li>• <i>guaranteed/viable curriculum;</i></li> <li>• <i>climate etc.</i></li> </ul> <p>(required)</p>		3.1	1c, 1d
<p>A copy of the reviewed school budget initialed by the internship principal.</p> <p>(required)</p>		3.2	1c, 1d

Artifact	Description/Explanation	Focus Area	SREB Alignment
A budget report that contains: <ul style="list-style-type: none"> <li>• details of how the budget resources are typically used;</li> <li>• how the resources could be evaluated for adequacy and assessed for effective and efficiency; and</li> <li>• recommendations for improvement</li> <li>• addressing specifically the impact of the budget on subgroups such as special education, ELL, and low socio-economic students (required)</li> </ul>		3.2	
Developing schedules that maximize student learning in meaningful ways with measurable success.			11b

# EDN 690/691 Internship Evidence Chart

## Field Project # 3: EVALUATION

## MANAGEMENT

NCC Stakeholder Evaluation					
SELF ASSESSMENT by Intern		MENTOR ASSESSMENT		SUPERVISOR ASSESSMENT	
<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>	
ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor					
Focus Area: 3.1 - Investigate, define, and delineate the systems and factors within your internship school for advocating, nurturing, and sustaining a culture of collaboration, trust, learning, and high expectations and a personalized and motivating learning environment for students.					
	Meets the Standard	Does Not Meet the Standard	SCORE		
Content: Standards = Competencies = Appropriate	The candidate's knowledge and skills are demonstrated in an understanding of systems and factors within the internship school that advocate, nurture, and sustain a culture of collaboration, trust, learning, and high expectations and a personalized and motivating learning environment for students. Content knowledge can be demonstrated in the following areas: professional learning community (PLC); school improvement process (SIP); professional development; teacher leadership; building leadership teams; cultural proficiency; guaranteed/viable curriculum; climate.	The candidate does not demonstrate knowledge and skills in an understanding of systems and factors within the internship school that advocate, nurture, and sustain a culture of collaboration, trust, learning, and high expectations and a personalized and motivating learning environment for students. Content knowledge is not demonstrated in the following areas: professional learning community (PLC); school improvement process (SIP); professional development; teacher leadership; building leadership teams; cultural proficiency; guaranteed and viable curriculum; and climate.	1 / 0		
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate clearly demonstrates an understanding of the systems and factors within the internship school that advocate, nurture, and sustain a culture of collaboration, trust, learning, and high expectations and a personalized and motivating learning environment for students through the graphic mapping of the system and recommendations for improvement. The recommendations are accurate, complete, logical, and could be implemented in a school setting.	The candidate does not demonstrate an understanding of the systems and factors within the internship school that advocate, nurture, and sustain a culture of collaboration, trust, learning, and high expectations and a personalized and motivating learning environment for students through the graphic mapping of the system and recommendations for improvement. The recommendations are inaccurate, incomplete, illogical, or could not be implemented in a school setting.	1 / 0		
Outcomes/Reflection: Clearly Stated and Demonstrated Data Supports the Results Candidate Reflects on her/his Role in the Process	The candidate has clearly stated the outcomes and expectations for student learning improvement through the analysis of two areas of the school's learning environment as evidenced by: conducting a review of data, identifying supporting factors and impeding factors, creating a graphic map of the system, evaluating effectiveness, and making recommendations for improvement. The candidate reflects on her/his involvement and the potential impact these systems may have on school personnel and student achievement and learning.	The candidate has not clearly stated the outcomes and expectations for student learning improvement through the analysis of two areas of the school's learning environment as evidenced by: a poor review of data; lack of identification of supporting factors and impeding factors; poorly graphic mapped the system; incomplete evaluation of effectiveness; and poor recommendations for improvement. The candidate is not able to adequately reflect on her/his involvement and the potential impact the work may have on school personnel and student	1 / 0		

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 3.1 Continued	Meets the Standard	Does Not Meet the Standard	SCORE
<p>Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion Reflection</p>	<p>The candidate has produced the following items:</p> <ul style="list-style-type: none"> <li>• a review of the systems data;</li> <li>• a graphic map of 2 areas of the school's learning environment</li> <li>• an analysis of supporting and impeding factors,</li> <li>• an evaluation of the systems' effectiveness; recommendations for improvement.</li> </ul> <p><i>Potential learning environment system may include:</i></p> <ul style="list-style-type: none"> <li>• <i>professional learning communities (PLC),</i></li> <li>• <i>school improvement process (SIP);</i></li> <li>• <i>professional development; teacher leadership;</i></li> <li>• <i>building leadership teams;</i></li> <li>• <i>cultural proficiency;</i></li> <li>• <i>guaranteed/viable curriculum;</i></li> <li>• <i>climate etc.</i></li> </ul>	<p>The candidate has not or poorly produced the following items: a review of the systems data; a map of the two areas of learning environment system; an evaluation of the system's effectiveness; and recommendations for improvement. (Potential learning environment system areas may include: professional learning communities (PLC), school improvement process (SIP); professional development; teacher leadership; building leadership teams; etc.)</p>	<p align="center">1 / 0</p>
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.</p>	<p>The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.</p>	<p align="center">1 / 0</p>
<p align="center"><b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b></p>			<p align="center"><b>TOTAL SCORE</b></p>

**ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor**

Focus Area: 3.2 - Review the school's budget and other school resources with the internship principal. Detail how the resources are typically used; how the resources could be evaluated for adequacy; assessed for effectiveness and efficiency; and give recommendations for improvement. Address specifically the impact of the budget on subgroups such as special education, ELL, & low socio-economic students.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
Content: Standards = Competencies = Appropriate	The candidate's presentation and artifacts support a clear understanding of the school's budget and delineates available resources detailing how resources are typically used, evaluated for adequacy and assessed for effectiveness and efficiency. The candidate's final report gives recommendations for improvement. The candidate's presentation and final report address specifically the impact of the budget on subgroups such as special education, ELL, and low socio-economic students.	The candidate does not present or poorly presents his/her understanding of the school budget, available resources, and specific impact of the budget on subgroups such as special education, ELL, and low socio-economic students. The candidate's final budget report does not provide or minimally provides appropriate recommendations for improvement.	1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate documents a meeting with the internship principal to review and discusses the school budget (an artifact). The candidate demonstrates an understanding of school budget and typical resources available providing details of how the resources are typically used, how they are evaluated for adequacy, and assessed for effectiveness and efficiency as delineated in a report prepared and shared with the internship principal. The candidate and the internship principal meet to discuss the candidate's recommendations and reflections on the school budget, resources, impact on subgroups, and recommendations.	The candidate fails to demonstrate an understanding of the school budget and typical resources. The candidate's report does not show an understanding of how resources are typically used, evaluated for adequacy and/or assessed for effectiveness and efficiency. No meeting or a limited meeting was held between the candidate and internship principal to discuss the school budget, typical resources, impact on subgroups, the candidate's recommendations and/or the candidate's reflections on the school budget and other resources.	1 / 0
Outcomes/Reflection: Clearly Stated and Demonstrated Data Supports the Results Candidate Reflects on her/his Role in the Process	The candidate clearly understands the school budget and other school resources as evidenced by a formal report containing: details of how the resources are typically used; how the resources could be evaluated for adequacy and assessed for effectiveness and efficiency; and appropriate recommendations for improvement. The report specifically addresses the impact of the budget on subgroups such as special education, ELL, and low socio-economic students. The reported findings are presented to the principal. The candidate is able to reflect on her/his involvement in the budget review process, resources available, and the impact the recommendations will have on the school.	The candidate reviews the budget. Knowledge of other resources is minimal. The details of how the resources are typically used; how resources could be evaluated for adequacy and assessed for effectiveness and efficiency were incomplete. School budget recommendations are poor and/or inappropriate. Little or no specificity is given to the impact of the budget on subgroups such as special education, ELL, and low socio-economic students. The candidate is unable to accurately reflect on her/his involvement in reviewing the school budget, resources and impact on subgroups.	1 / 0

**ILLINOIS Internship Assessment Scoring Rubric Continued**

Focus Area: 3.2 Continued	Meets the Standard	Does Not Meet the Standard	SCORE
<p>Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion Reflection</p>	<p>The candidate produces the following:</p> <ul style="list-style-type: none"> <li>• a copy of the reviewed school budget initialed by the internship principal</li> </ul> <p>A report that contains the following:</p> <ul style="list-style-type: none"> <li>• details of how the budget resources are typically used;</li> <li>• how the resources could be evaluated for adequacy and assessed for effective and efficiency; and</li> <li>• recommendations for improvement</li> </ul> <p>The final report addresses specifically the impact of the budget on subgroups such as special education, ELL, and low socio-economic students.</p>	<p>The candidate does not produce a copy of the reviewed school budget initialed by the internship principal. The report does not contain the following: details of how resources are typically used; how the resources could be evaluated for adequacy and/or assessed for effectiveness and efficiency. The candidate makes inadequate or inappropriate recommendations for budget improvements and/or, the final report does not specifically address the impact of the budget on subgroups such as special education, ELL, and low socio-economic students.</p>	<p align="center">1 / 0</p>
<p>Quality: Beginning Principal Like or Better Complete Accurate</p>	<p>The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.</p>	<p>The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.</p>	<p align="center">1 / 0</p>
<p align="center"><b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b></p>		<p align="center"><b>TOTAL SCORE</b></p>	

**ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor**

Focus Area: 3.3 - State the mission of the school; Determine and map out the different systems that exist within the school to fulfill the school's mission (i.e. instructional: curriculum, assessment, technology, class structure; and management: discipline plan; attendance; maintenance; transportation, etc.). Delineate an instructional and a management system; create a rating tool that can be used to rate the systems from excellent to needs improvement. Finally, develop recommendations for improvement of aspects of the two systems that need improvement and report the findings to your internship principal.

	<b>Meets the Standard</b>	<b>Does Not Meet the Standard</b>	<b>SCORE</b>
Content: Standards = Competencies = Appropriate	The candidate clearly incorporates the mission of the school in determining and mapping two different systems (one instructional and one management). The candidate creates a rating tool for analysis to utilize in developing recommendations for improvement in the final report.	The candidate does not or poorly incorporate the mission of the school in determining and mapping two different systems. The candidate's rating tool for analysis was inadequate for utilization in developing recommendations for improvement in an incomplete final report.	1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate demonstrates an understanding of school systems (one instructional and one management) through the logical mapping, accurate creation and use of a rating tool, and connection of mapping and the tool to practical recommendations for improvement	The candidate was unable to demonstrate an understanding of school systems: the mapping was incomplete, the creation and use of a rating tool was not sufficient to differentiate the systems analysis, and there was little connection of mapping and the rating tool to recommendations for improvement.	1 / 0
Outcomes/Reflection: Clearly Stated and Demonstrated Data Supports the Results Candidate Reflects on her/his Role in the Process	The candidate clearly states the outcomes and expectations of analyzing two systems (one instructional and one management) through reviewed data, mapped systems, created evaluation tool, evaluated effectiveness, recommendations, and reported findings given to the principal. The candidate is able to reflect on her/his involvement in the project and the impact the recommendations will have on the school.	The candidate's statements of the outcomes and expectations of analyzing two systems were incomplete: a review of the data was lacking, the mapping of the systems was illogical, incomplete evaluation tool, recommendations and findings were lacking in the report given to the principal. The candidate was unable to accurately reflect on her/his involvement in the project and the recommendation's impact on the school.	1 / 0
Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion Reflection	The candidate produces a report that contains the following: <ul style="list-style-type: none"> <li>• a clear connection to the mission of the school;</li> <li>• a mapping of two systems (one instructional and one management);</li> <li>• a rating tool used for the systems' evaluation;</li> <li>• an analysis of the data;</li> <li>• recommendations for improvement</li> </ul> <i>(Potential systems for investigation include: curriculum, instruction, assessment, discipline, attendance, maintenance, transportation, etc.)</i>	The candidate produces a report that contains the following: an unclear connection to the mission of the school; illogical mapping; an inadequate rating tool for the systems' evaluation; little analysis of the data; and poor recommendations for improvement. (Potential systems for investigation include: curriculum, instruction, assessment, discipline, attendance, maintenance, transportation, etc.)	1 / 0
Quality: Beginning Principal Like or Better Complete Accurate	The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.	The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.	1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>			<b>TOTAL SCORE</b>

## EDN 690/691 Internship Evidence Chart

### Field Project # 4: FOCUS AREA

ELL / SPECIAL ED / ECE

*Demonstrate competency in specific areas related to English Language Learners, Special Education, the IEP, IFSP, Section 504 plan & a continuum of learning from early childhood through grade 12.*

No.	<p style="text-align: center;"><b>Focus Area</b></p> <p><i>The following embedded coursework assignments provided a foundation for Field Project #4:</i></p> <ul style="list-style-type: none"> <li>• EDN 515 Creating School Culture Assignment</li> <li>• EDN 522 Special Education Readings &amp; Applied Experiences</li> <li>• EDN 534 PK-12 Literacy/ Numeracy/ SEL Overview</li> <li>• EDN 536 Community Partnership Field Experience</li> <li>• EDN 536 ELL Communications Assignment</li> <li>• EDN 630 Field Project: ELL Experience</li> <li>• EDN 630 School Audit</li> </ul>	<p style="text-align: center;"><b>GRADE LEVEL EXPERIENCE</b></p> <p><i>Min. of 1 experience per grade level required through entire internship</i></p>	<p style="text-align: center;"><b>PARTICIPATION or LEADERSHIP</b></p> <p><i>Min. 80% of experiences need to be at the Leadership level</i></p>
4.1	Uses student data to collaborate with teachers in modifying curriculum and instructional strategies to meet the needs of each student including ELLs and students with disabilities, and to incorporate the data collected into the School Improvement Plan.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.2	Evaluates a school to ensure the use of a wide range of printed, visual, or auditory materials and online resources appropriate to the content areas and the reading needs and levels of each student including ELLs, students with disabilities, and struggling as well as advanced readers.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.3	Works with special education and bilingual education teachers to identify and select assessment strategies and devices that are nondiscriminatory and to take into consideration the impact of disabilities, methods of communication, cultural background, and primary language on measuring knowledge and performance of students leading to school improvement.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.4	Works with teachers to develop a plan focusing on the needs of the school in supporting services required to meet individualized instruction for students with special needs, i.e., students with IEPs, IFSPs, or Section 504 plans, ELLs, and students identified as gifted.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.5	Serves all students and their families with equity and honor and advocates on their behalf, ensuring an opportunity to learn and the well-being of each child in the classroom.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.6	Analyzes and uses student information to design instruction that meets the diverse needs of students and leads to ongoing growth and development of all students.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
4.7	Recognizes the individual needs of students and works with special education and bilingual education teachers to develop school support systems to differentiate strategies, materials, pace, levels of complexity, and language to teach students at varying levels of development and to accommodate students with diverse learning needs.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership

## EDN 690/691 Internship Evidence Chart

### Field Project # 4: ARTIFACTS

ELL / SPECIAL ED / ECE

*Demonstrate competency in specific areas related to English Language Learners, Special Education, the IEP, IFSP, Section 504 plan & a continuum of learning from early childhood through grade 12.*

Intern candidates need to provide **artifacts** as evidence of work related to the specified field project. Artifacts required by the State for this field project have already been indicated, but candidates should include additional artifacts/evidence as well. The intern candidate needs to provide a brief description or explanation of each artifact, as well as indicating alignment to the focus area or SREB indicators (if not already indicated).

Artifact	Description/Explanation	Focus Area	SREB Alignment
Uses student data to collaborate with teachers to modify curriculum and instructional strategies to meet student needs including ELLs and students with disabilities, and to incorporate the data collected into SIP.		4.1	
Evaluates a school to ensure the use of a wide range of printed /visua / auditory materials and online resources appropriate to the content and student reading needs including ELLs, students with disabilities, and struggling & advanced readers.		4.2	
Works with special education & bilingual education teachers to identify/select assessment strategies and devices that are nondiscriminatory and consider the impact of disabilities, methods of communication, cultural background, and primary language on measuring knowledge/performance of students leading to SI.		4.3	
Works with teachers to develop a plan for supporting services to meet individualized instruction for students with special needs, i.e., students with IEPs, IFSPs, or Section 504 plans, ELLs, and students identified as gifted.		4.4	

Artifact	Description/Explanation	Focus Area	SREB Alignment
Serves all students and their families with equity and honor and advocates on their behalf, ensuring an opportunity to learn and the well-being of each child in the classroom.		4.5	
Analyzes and uses student info to design instruction that meets the diverse needs of students and leads to ongoing student growth and development.		4.6	
Recognizes the individual needs of students and works with special education and bilingual education teachers to develop school support systems to differentiate strategies, materials, pace, levels of complexity, and language to teach students at varying levels of development and to accommodate students with diverse learning needs.		4.7	
Engaging in parent/school/student collaborations that develop long term educational plans for students.			4d
Analyzing data to develop/refine instructional activities & set instructional goals and setting action plan with faculty and parents.			5a, 7a
Building a learning community that includes all stakeholders.			8c
Involved in study groups, problem solving sessions and/or ongoing meetings to promote student achievement.			9a
Scheduling time to provide struggling students with opportunity for extra support so they have the opportunity to learn mastery.			10b

# EDN 690/691 Internship Evidence Chart

## Field Project # 4: EVALUATION

ELL / SPECIAL ED / ECE

NCC Stakeholder Evaluation					
SELF ASSESSMENT by Intern		MENTOR ASSESSMENT		SUPERVISOR ASSESSMENT	
<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: right;">Signature</p>	
ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor					
Focus Area:					
	Meets the Standard		Does Not Meet the Standard		SCORE
Content: Standards = Competencies = Appropriate	The candidate's artifacts and presentation focus the work to support enhanced student achievement at all levels and with all populations, with emphasis on providing for the needs of gifted, ELL, and special education students.		The artifacts and presentation do not bring focus on supporting greater student achievement. Noted populations are mentioned but are not a central part of the work.		1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate clearly outlines a process and activities that demonstrate understanding of the work of the focus areas. School activities are logical, sequential, well planned and executed, and achieve the stated purpose.		The candidate's outline of activities/work is brief or incomplete for focus areas. Artifacts are inadequate, and not logically organized or planned. The purpose is vague and not clearly communicated.		1 / 0
Outcomes/Reflection: Clearly Stated and Demonstrated Data Supports the Results Candidate Reflects on her/his Role in the Process	The candidate clearly states the expected criteria of each focus area and has artifacts (presentation materials, outlines, agendas, data analysis, etc.) that demonstrate accomplishment, as well as support, to lead the school in meeting this criteria. The candidate is able to thoroughly reflect on his/her role as an instructional leader in these areas.		The outcomes and expectations of the candidate's materials are vague and unclear (few or no artifacts support the criteria). There are few supporting documents or data to indicate focus areas have been accomplished in the school. The candidate is unclear and unable to reflect on the role of the instructional leader in these areas.		1 / 0
Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion Reflection	The candidate produces artifacts that serve as outstanding examples of leadership in action, maximizing every opportunity to make a difference in students' lives in these areas of focus.		The candidate fails to produce impressive artifacts or fails to develop artifacts that demonstrate leadership and/or an impact on students in these areas.		1 / 0
Quality: Beginning Principal Like or Better Complete Accurate	The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.		The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.		1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>				<b>TOTAL SCORE</b>	

## EDN 690/691 Internship Evidence Chart

### Field Project # 5: FOCUS AREA

### RESIDENCY

*Experience immersion in a full-time administrative experience, balancing the competing demands on time/energy while learning to prioritize appropriately, manage time effectively and foster ongoing leadership development (min 2 weeks, 80 hours, full-time role).*

<b>No.</b>	<b>Focus Area</b> <i>The following embedded coursework assignments provided a foundation for Field Project #5:</i> <ul style="list-style-type: none"> <li>• EDN 500 Standards Study &amp; Recommendations</li> <li>• EDN 515 Action Plan</li> <li>• EDN 620 School Program Assessment</li> <li>• EDN 630 School Audit</li> </ul>	<b>GRADE LEVEL EXPERIENCE</b> <i>Min. of 1 experience per grade level required through entire internship</i>	<b>PARTICIPATION or LEADERSHIP</b> <i>Min. 80% of experiences need to be at the Leadership level</i>
5.1	Work in a full-time administrative role to gain the immersion experience of daily leadership functions (min 80 hours).	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
5.2	Analyze and review the role of a full-time administrator, including insights gained and leadership growth realized.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership
5.3	Reflection including description of residency experiences, integration of research/theory to the experiences (APA style), and detail of how the residency led to candidate growth and development.	<input type="checkbox"/> PreK <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> Secondary (9-12)	<input type="checkbox"/> Participation <input type="checkbox"/> Leadership

## EDN 690/691 Internship Evidence Chart

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### Field Project # 5: ARTIFACTS

### RESIDENCY

*Demonstrate competency in specific areas related to English Language Learners, Special Education, the IEP, IFSP, Section 504 plan & a continuum of learning from early childhood through grade 12.*

Intern candidates need to provide **artifacts** as evidence of work related to the specified field project. Artifacts required by the State for this field project have already been indicated, but candidates should include additional artifacts/evidence as well. The intern candidate needs to provide a brief description or explanation of each artifact, as well as indicating alignment to the focus area or SREB indicators (if not already indicated).

Artifact	Description/Explanation	Focus Area	SREB Alignment
Log of residency hours. (NCC required)		5.1	
Analysis of FT Administrator.		5.2	
Reflection including description and areas of growth. (NCC required)		5.3	

## EDN 690/691 Internship Evidence Chart

### Field Project # 5: THE RESIDENCY

### RESIDENCY

*Experience immersion in a full-time administrative experience, balancing the competing demands on time/energy while learning to prioritize appropriately, manage time effectively and foster ongoing leadership development (min 2 weeks, 80 hours, full-time role).*

NCC Stakeholder Evaluation					
SELF ASSESSMENT by Intern		MENTOR ASSESSMENT		SUPERVISOR ASSESSMENT	
<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>		<input type="checkbox"/> Excellent <input type="checkbox"/> Proficient <input type="checkbox"/> Developing _____ <p style="text-align: center;">Signature</p>	
ILLINOIS Internship Assessment Scoring Rubric Assessed by the Supervisor					
Focus Area:					
	Meets the Standard		Does Not Meet the Standard		SCORE
Content: Standards = Competencies = Appropriate	The candidate clearly fulfills varied leadership standards AND indicators (Internship Critical Success factors and/or Ed Leadership Program Matrix's ISLLC standards), developing pronounced competencies in an appropriate and relevant manner.		The candidate only minimally meets some of the standards and indicators of either the Internship Matrix Critical Success Factors or the Ed Leadership Program Matrix's ISLLC standards/indicators, without a clear leadership role or competency.		1 / 0
Process: Follows Theory to Practice Logical & Sequential Understandable Achieves the Purpose	The candidate demonstrates an understanding of the role of a school leader and how to successfully assume a leadership role despite being a short-term placement. The candidate fully immersed him/herself in the responsibilities and difficulties of leadership in a motivated, self-starting manner.		The candidate was unable to demonstrate an understanding of how to successfully assume a leadership role due to its short term placement or failed to fully immerse him/herself in a leadership role, but seemed comfortable resigned to a role as a contributor versus a leader.		1 / 0
Outcomes/Reflection: Clearly Stated and Demonstrated Data Supports the Results Candidate Reflects on her/his Role in the Process	The candidate clearly states the outcomes and expectations of analyzing this experience in the Residency reflection: describing fully the experience, detailing the standards/indicators met via the Residency, and effectively and impressively reflecting on the impact this experience had on one's leadership development and growth. The experience seems fully maximized as a learning experience via the Residency reflection which is supported with specific examples of impacting students.		The candidate's statements of the outcomes and expectations of analyzing this experience is incomplete or lacking all of the clear components: a description with details, a clear identification of how experiences related to standards/indicators, and a reflection on the impact of the experience on leadership development. The candidate was unable to accurately reflect on her/his involvement in the project and the experience's impact on students.		1 / 0
Products: Align to Standards Articulate and Well- organized Demonstrates Full Completion Reflection	The candidate produces artifacts that serve as outstanding examples of leadership in action, maximizing every opportunity to make a difference in students' lives through this immersion experience in leadership.		The candidate fails to produce impressive artifacts or fails to develop artifacts that demonstrate leadership and/or an impact on students.		1 / 0
Quality: Beginning Principal Like or Better Complete Accurate	The following quality is demonstrated in all materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; meets or exceeds the standards and competencies of this assessment.		The following quality is lacking in materials: correct APA format; correct spelling and grammar; completeness; accuracy; comprehensiveness; does not meet the standards and competencies of this assessment.		1 / 0
<b>Candidates must MEET 5 of 5 to demonstrate COMPETENCY</b>					<b>TOTAL SCORE</b>