



Reflective Summary for Internship Activities Arkansas State University

Description of Activity (refer to the Internship Activity Log)

Update the plans to achieve school goals on the school's website OR create a brochure/information packet for parents for the opening of school.

ELCC Standard Element 1.1

Describe in detail how the activity was planned and implemented. *Include the date, location, stakeholders involved and specifics of planning and implementation of the activity. What did you do? Who was involved? Where did this activity take place?*

Date: October 18,2010

Location: Hillside Middle School, Brownsville, Georgia

Stakeholders involved: School Principal, school secretary, two faculty members, three parents, two students

The first step in this activity was to review the school website and make notes about the content on the website. I also contacted the school secretary to obtain copies of information that is provided for parents at the beginning of the year and to parents who are new to the school.

Next I met with the school principal to discuss the school goals and the principal's goals for the school, the school improvement goals and appropriate ways to convey the goals to parents and the community through the website and printed information such as brochures and handouts. The principal gave me a copy of the state law which requires the school to communicate the school goals and the schools plan to address the goals.

I also talked to the three parents who are active as parent volunteers in the school to get their input as to the information that would be of interest and useful to parents. One of the parents is new to the community and I needed to determine how the website was useful to that family as they relocated to the community. I visited with two faculty members to get their input and ask for their help with this activity. One of the teachers is in charge of the design and updates to the school website and the other teacher has a lot of ideas about ways to better communicate with the public. I also interviewed two students to get their ideas for improving the website.

With the help of the teachers and principal, I have made a few updates to the school website and I have designed a new brochure to send home with students and to share with the community.

I also developed a timeline for future plans for updating the website and communicating the school goals to the parents and community.

Describe additional documentation included as artifacts for this activity. *Including but not limited to federal/state/local laws or regulations related to the activity; policies; forms; minutes/agendas for meetings; new documents produced.*

- Notes from meetings with principal, parents, faculty & students
- State law requiring schools to communicate school goals to the public
- New brochure
- Timeline for future plans

Write a reflective summary of your experiences in planning and implementation for this activity. Respond to the following:

- **Describe in detail new knowledge and skills gained from participation in this activity.** *What did you learn about this area of leadership? What did you learn about yourself? What did you learn about your school and/or community?*
- **Describe in detail the challenges you experienced.** *What did you learn about your school that might need to be changed or improved? How could you have been better prepared for this activity? What would you do differently to improve the outcome? Did you have any “surprises” as you engaged in this activity?*
- **What more do you need to know or learn about your school to be a more effective school leader in this area of leadership?**
- **What do you need to do to improve in this area of leadership?**
- **Who could help you improve in this area of leadership?**

Through this project I learned about the need to tap into the expertise and knowledge of others when attempting a project of this magnitude. It did not take long for me to realize that this wasn't something that would happen quickly or without help from others. Everyone had their own ideas of what the website should look like and what should be included on the website. I had to step back and rely on the principal to help me approach this project. I was much more comfortable working with the brochure and I actually completed the design of a brochure that conveys the information and looks good at the same time.

I did not realize that there are state requirements for communicating the school goals to the public and there are requirements for including the parents and community in determining the school goals.

I thought I could go into this project and make a few changes and check this off the list as “done.” I need to be work on being more patient. I also discovered the need gather information before I

attempt to make changes that affect others. It became clear to me the value of a leader to be surrounded by competent people and giving the opportunity for them to use their skills.

I would benefit from attending technology training to become more comfortable and knowledgeable in this area.

