

**BAKER UNIVERSITY SCHOOL OF EDUCATION  
MASTER OF ARTS IN SCHOOL ADMINISTRATION**

**LOG OF STUDENT INTERN ACTIVITIES REQUIRED DURING  
DIRECTED FIELD EXPERIENCES**

|                      |                             |
|----------------------|-----------------------------|
| Student Intern _____ | Administrative Mentor _____ |
| Building _____       | Building _____              |
| School Phone _____   | School Phone _____          |
| Address _____        | Address _____               |

I \_\_\_\_\_ agree to participate in the following experiences under the supervision of  
(DFE student signature)  
the above named Administrative Mentor during \_\_\_\_\_ (timeframe).

| Activity   | Dates of Experiences | Min. Hrs. Required | Total Hrs. in Area | Administrator Signatures |
|--|----------------------|--------------------|--------------------|--------------------------|
| <b>A. Working on Leadership Skills</b>                             |                      |                    |                    |                          |
| 1. Leadership and planning   | _____                | 6                  | _____              | _____                    |
| 2. School improvement/learning activities                          | _____                | 8                  | _____              | _____                    |
| 3. Selection of supplies & resources                               | _____                | 4                  | _____              | _____                    |
| 4. Working with legal/ethical issues                               | _____                | 4                  | _____              | _____                    |
| 5. Working with program budgets                                    | _____                | 4                  | _____              | _____                    |
| 6. Using technology in management                                  | _____                | 6                  | _____              | _____                    |
| <b>B. Working with Faculty/Staff</b>                               |                      |                    |                    |                          |
| 1. Supervision/evaluation of staff                                 | _____                | 8                  | _____              | _____                    |
| 2. Curriculum development  | _____                | 8                  | _____              | _____                    |
| 3. Staff development and/or selection                              | _____                | 8                  | _____              | _____                    |
| 4. Using technology in instruction                                 | _____                | 4                  | _____              | _____                    |
| <b>C. Working with Students</b>                                    |                      |                    |                    |                          |
| 1. Supervising students & activities                               | _____                | 8                  | _____              | _____                    |
| 2. Disciplining students   | _____                | 4                  | _____              | _____                    |
| 3. Providing for a diverse population                              | _____                | 4                  | _____              | _____                    |
| <b>D. Working with Parents/Community</b>                           |                      |                    |                    |                          |
| 1. Communicating with parents and/or working with community groups | _____                | 4                  | _____              | _____                    |
| <b>Minimum Hours Identified</b>                                    |                      | <b>80</b>          |                    |                          |
| <b>E. Miscellaneous</b>  |                      |                    |                    |                          |
| _____  | _____                |                    | _____              | _____                    |
| _____  | _____                |                    | _____              | _____                    |
| <b>TOTAL REQUIRED DFE HOURS</b>                                    |                      | <b>100</b>         |                    |                          |

**Notes:**

- Substitutions can be made for the above activities if the substitution is mutually agreeable to the University Supervising Instructor, the Administrative Mentor, and the Intern, which may result in an increased focus on areas of Intern needs and/or desired areas of attention.
- Elementary (K-6) and secondary (9-12) Interns must spend 12 hours fulfilling the above administrative tasks at a different level of instruction. Middle-school Interns must complete 12 hours at either the elementary or high school level.
- Candidates may complete 30 hours of the above field experience requirements in the semester prior to the start of the DFE.

