

# Using Portfolios...

## The EDLE Internship

Compiling  
evidence of an  
extensive &  
intensive  
internship  
experience

- The internship provides opportunities to **apply theory to practice** within a broad range of leadership and administrative tasks.
- The central focus of the internship is on **planning, experiencing, and reflecting** on major responsibilities in school administration and supervision.
- The internship focuses on the development of skills in the **six standards** defined within the ELCC standards for building leaders

## Brief overview

- Minimum of 320 logged hours
- Eighteen required leadership activities, plus activities designed into an individualized internship plan
- Minimum of three school sites
- Minimum duration of 12 calendar months
- Bi-monthly submission of internship logs
- Periodic submission of reflections & artifacts

In other  
words...



## The purpose of the portfolio

1. To present EVIDENCE of LEADERSHIP LEARNING
  - Enacted activities
  - Reflections
  - Plans
2. To account for internship requirements

Some lessons  
learned

I learned my lesson.  
I learned my lesson.  
I learned my lesson.  
I learned my lesson.  
I learned my les

## Lesson #1 Structure

- The requirements of the portfolio are highly structured and transparent from the outset
  - Reflections & artifacts for required activities +
  - Specific set of required paperwork for final portfolio submission

- The entire portfolio is an indicator of the candidate's knowledge, skills and dispositions related to leadership & professionalism



## Lesson #2

### Form follows function

- Initially, WordPress via the onMason server
  - Elegant, professional-looking
    - Tied to a technology standard
- Currently, Blackboard
  - Functional, easy to navigate
    - ...if a bit clunky

# Lesson #3

## What's really hard

- Reflection vs. description
- Artifacts
- Feedback

# Reflection



Reflection is a form of professional development that promotes analysis and deep consideration of experiences

**Describe**

**Reflect**

**Connect**

# Artifacts



- Artifacts = evidence that reflects internship activities related to learning
  - “Stuff” vs. work product
  - Consequential vs. peripheral
  - Referenced in reflection

# Feedback



- Formative AND summative
- Periodic, ongoing
- Variety of forms
- Opportunity for clarification & revision