

## Instructional Leadership 100 Hour Activities Guide 2020-21 Cohort – Lincoln Memorial University

Each candidate will plan their individual program based on the Tennessee Instructional Leadership Standards (TILS).

### REQUIRED PROGRAM CONTACTS/MEETINGS

There is a required minimum of three contacts between mentor and candidate per semester.

- 2 at school
- 1 away from school
- The first meeting at your school needs to be scheduled so your principal can attend.

The meeting will be used to discuss program overview, required paperwork, and to go over a list of tentative topics to discuss and projects to undertake to complete the 100 hour program requirement.

The second and third visits/calls will be used for updates, reflections, questions and comments.

### REQUIRED PROGRAM DOCUMENTATION

- 1) Mentor Contact Form – For Mentor/University records (candidate will receive a copy for each semester to place in their portfolio). LMU mentor will provide a copy of this form.
- 2) Field Activity Planning and Reflection form – For candidate to log and reflect on activities and events. LMU mentor will sign and date
- 3) Practicum Hours Log – For school site administrator and mentor to sign. This is the only form your principal has to sign.

### 4 TILS STANDARDS

- Candidate will be provided with Tennessee Instructional Leadership Standards (TILS) sheet
- Candidate must undertake a minimum of two (2) activities from each of TILS A, B, C, and D standards
- At least one TILS identifier will be listed on each Activity/Reflection sheet

### APPROVED PROGRAM ACTIVITIES (Candidate may select from list below to meet 100 hours)

- I. Job Shadowing ----- 15 hours (shadow two different administrators).  
**This activity is required.**
- II. School Improvement Project --- 10 – 15 hours. Work with your principal to design a project that will improve your school.  
**This activity is required.**
- III. “Principal Substitute” ----- 10 hours (not shadowing)
- IV. School Safety Overview ----- 10 hours (write up overview of entire process)
- V. Substitute for Asst. Principal ----- 10 hours (activity – not shadowing)

- VI. Mock Evaluation with School Principal - - - - - 10 hours
- VII. PLC Meetings - - - - - 5 - 10 hours (Write "PLC" down once and list events)
- VIII. Leadership Team - - - - - 5 – 10 hours (Write "Leadership Team" once – list events)
- IX. Bus Duty - - - - - 5 hours (Communicate with other teachers and parents).  
**This activity is not regular bus duty. See mentor for specifics.**
- X. Cafeteria Duty - - - - - 5 hours
- XI. Ball Game Duty - - - - - 5 hours. Shadow athletic director (write up overview of entire game/event management process)
- XII. Trainings in Summer (or during school year)
  - 1-day training - - - - - 10 hours (Write up what took place, what you learned)
  - 2-day training - - - - - 20 hours (Artifact for any summer training agenda)
  - 3-day training - - - - - 30 hours (Maximum of 30 hours for this activity category)
- XIII. Parent Activity - - - - - 5-10 hours (Plan/take part in carnival, PTA meetings)
- XIV. Home visit w/ principal - - - - - 5 hours
- XV. Financial Activity - - - - - 5 hours (meet with bookkeeper to go over process)
- XVI. Attendance Activity - - - - - 5 hours (review entire process for student attendance)
- XVII. Book Study - - - - - 5 hours (w/ colleague on book topic - how it effects your work and/or school)
- XVIII. Revise or review Student or Faculty handbook - - - - - 5 hours (Undertake with principal approval)
- XIX. \*\*\* Candidates may develop additional activities and seek approval from mentor**

**DOCUMENTATION OF ACTIVITIES**

- A. Candidate must complete a Reflection sheet as each activity is completed (do not wait until the end of the semester to "write them all up"). The reflection should focus on how the candidate "saw" the standards in each activity.
- B. Most Planning and Reflection activities need to have a supporting document attached. A meeting agenda, leadership team or PLC agenda, game schedule, etc. can serve as documentation for events, meetings or trainings. Candidate reflection notes can serve as documentation for shadowing activities.
- C. Supporting administrator should sign and date the Practicum Log at the end of each semester.