

**\* SUMMARY DOCUMENTATION FORM  
FOR  
EARLY FIELD EXPERIENCE  
IN  
SCHOOL ADMINISTRATION \***

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Zip \_\_\_\_\_  
Work Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_  
City \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Date Submitted \_\_\_\_\_

Early Experience Site:

Activities Performed

Early experiences must be distributed over each of the following five areas with a concentration in those areas where you have an identified weakness as indicted on the Administration Knowledge Assessment form (AKAF). You are required to complete a total of 150 hours of early experiences under the general supervision of a field "mentor" in your building. These experiences must be completed before you will be allowed to enroll in ADM 681, 682, or 683, Administrative Practica. Furthermore, the "Synthesis of Early Field Experience (see last page) must be completed and included with your submission of the Administration Practicum Application.

Please note that you can complete selected activities as part of the requirements of a graduate administration course. For example, as part of ADM 642, Collective Bargaining and Contract Administration, you might negotiate with the professor to allow you to complete a negotiations activity in your district related to bargaining which would meet the C. (3) or (4) requirement.

**ADMINISTRATIVE EXPERIENCE MATRIX**

As you complete an activity during your field experience, briefly describe that activity below. Please note that each activity is limited to 20 hours, maximum. You must, therefore, complete a minimum of eight different activities. The activities listed below are "examples" only. You will almost certainly take part in activities which are quite different.

It is recommended that you retain this form in a three-ring binder with your notes and other materials regarding completed activities.

ADMINISTRATIVE AREAS

**A. Leadership of the Instructional Program**

1. Learning (\_\_\_\_ hours completed)
  - Observe other classrooms to observe alternative instructional strategies being used. (Observe outside your area of instructional specialization).

\*This document will be distributed at the close of the ADM 614 class. Please note that ADM 614 is a prerequisite for the administrative practica ADM 681/682/683.

2. Curriculum (\_\_\_\_ hours completed):
  - Serve on a textbook selection/course of study committee
  
3. Goal Setting (\_\_\_\_ hours completed):
  - Participate in district or building level strategic planning sessions
  
4. Program Development (\_\_\_\_ hours completed):
  - Intensive key administrators designing or implementing curricular or instructional change

**B. Leadership in Student Personnel**

1. Developmental Psychology (\_\_\_\_ hours completed):
  
  
  
  
  
  
  
  
  
  
2. Guidance (Academic) (\_\_\_\_ hours completed):

3. **Counseling (Personal) (\_\_\_\_\_ hours completed):**
  - Discuss with administrative staff alternative plans for coping with students with psychological problems.
  
4. **Psychometric (\_\_\_\_\_ hours completed):**
  - Analyze the individual and group scores in special education placement situations
  
5. **Student Rights Responsibilities (\_\_\_\_\_ hours completed):**
  - Observe and analyze the relative effectiveness of different forms of corrective action taken in discipline cases.
  
6. **Discipline (\_\_\_\_\_ hours completed):**
  - Assist the appropriate building administrator with the general activities related to discipline management.
  
7. **Information/Records (\_\_\_\_\_ hours completed):**
  - Review and analyze office records and information retained for administrative purposes

8. Substance Abuse (\_\_\_\_ hours completed):
- Review the literature on drug and alcohol problems and prepare a program/ recommendations for change.

9. Career Development (\_\_\_\_ hours completed):
- Interview person holding administrative position in which you are interested

10. Extra-Curricular Activities (\_\_\_\_ hours completed):
- Develop, implement and evaluate an extra-curricular activity

**C. Leadership in Staff Personnel**

1. Recruitment/Selection (\_\_\_\_ hours completed):
- Participate on a district or building interviewing team

2. Employer/Employee Relations (\_\_\_\_ hours completed):
- Assist the district in teacher evaluations through peer coaching
  - Interview administration relative to procedures followed in documenting personnel ineffectiveness.

3. **Collective Bargaining/Negotiations (\_\_\_\_ hours completed):**
  - **Serve as a negotiations team member**
  
4. **Contract Management (\_\_\_\_ hours completed):**
  - **Observe a grievance meeting**
  
5. **Supervision Practices (\_\_\_\_ hours completed):**
  - **Serve as a student teacher supervisor**
  
6. **Employee Benefits (\_\_\_\_ hours completed):**
  - **Provide research assistance for district or union**
  - **Serve on team investigating present benefits and/or proposing new package**
  
7. **Staff Development/Inservice (\_\_\_\_ hours completed):**
  - **Develop and implement a staff development session**

8. Staff Evaluation (\_\_\_\_ hours completed):
- Serve as a member of a peer coaching team

**D. Leadership in Community Relations**

1. Interpersonal Relations in a Pluralistic society (\_\_\_\_ hours completed):
- Observe and interview administration using strategies when working with community groups
2. Political Structures (\_\_\_\_ hours completed):
- Observe a school board meeting
3. Promoting the School Program (\_\_\_\_ hours completed):
- Develop a parent newsletter or parent program for the building
4. Communication Information to the Community (\_\_\_\_ hours completed):
- Prepare a newsletter

5. **Eliciting Feedback from the Community (\_\_\_\_ hours completed):**
  - Conduct and share information from a needs assessment survey
  - Interview community representatives relative to the purpose of schooling
  
6. **Advisory Groups (\_\_\_\_ hours completed):**
  - Interview heads of advisory groups assisting the school district in educational pursuits
  
7. **Dealing with the Power Structure (\_\_\_\_ hours completed):**
  - Analyze and share information relative to the community's power structure and its effect upon the school.
  
8. **Dealing with the Media (\_\_\_\_ hours completed):**
  - Volunteer and work with local media

**E. Leadership in General Administration**

1. **Leadership Theory (\_\_\_\_ hours completed):**

2. **Policy Planning (\_\_\_\_\_ hours completed):**
  - **Serve on a policy assessment or policy making committee**
  
3. **Conflict Resolution (\_\_\_\_\_ hours completed):**
  - **Shadow an administrator as she/he handles a conflict situation – then interview those involved.**
  
4. **Research Methods (\_\_\_\_\_ hours completed):**
  
5. **School Organization (\_\_\_\_\_ hours completed):**
  
6. **School Law (\_\_\_\_\_ hours completed):**
  - **Develop a workshop or materials (which you share) on current legal issues**

7. School Finance/Economics (\_\_\_\_ hours completed):

8. Budgeting (\_\_\_\_ hours completed):

- Analyze the school or district budget then devise your findings with the appropriate budget officer.

9. Central Office Relations (\_\_\_\_ hours completed):

10. School Facilities (\_\_\_\_ hours completed):

11. Food Service (\_\_\_\_ hours completed):

- Arrange and implement a program involving food service.

12. Transportation (\_\_\_\_ hours completed)
- Conduct bus safety drill program.
  - Arrange bus services for special events

13. Administrative Users of the Computer (\_\_\_\_) hours completed):
- Develop and implement a computer training module for teachers

**Building Mentor:**

I verify that the preceding information has been accurately stated:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Present Position

Date \_\_\_\_\_

Hours Completed: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Present Position

Date \_\_\_\_\_

Hours Completed: \_\_\_\_\_

University Advisor Approval

\_\_\_\_\_

Date \_\_\_\_\_

(This document must be filed together with the practicum application form before enrolling in the practicum).

## **SYNTHESIS OF EARLY FIELD EXPERIENCES**

**Write a brief summary where you describe the nature of the activities performed. This summary must synthesize your "early experiences" activities. This synthesis must reflect your understanding of how these activities impact on the administration of a school. (Use additional pages as needed).**