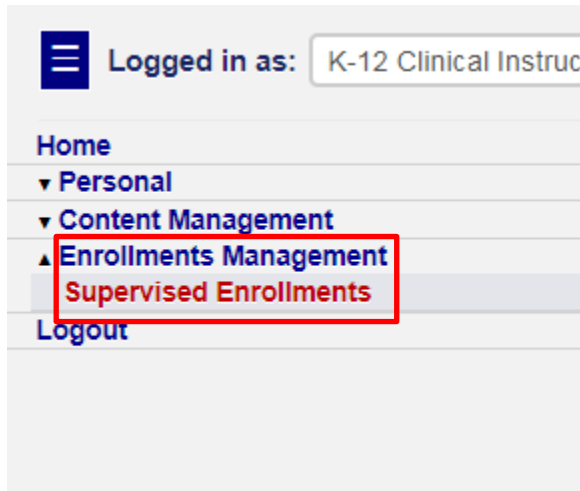


Educational Leadership Internship Log- UM Supervisor Guide

All Educational Leadership M.Ed./Ed.S. students will be required to log internship hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of internship hours. University Supervisors will need to log in to the assessment system to confirm these hours. It is also recommended that UM supervisors confirm hours throughout the semester. Below are steps for **University Supervisors** on how to successfully confirm internship hours in the assessment system.

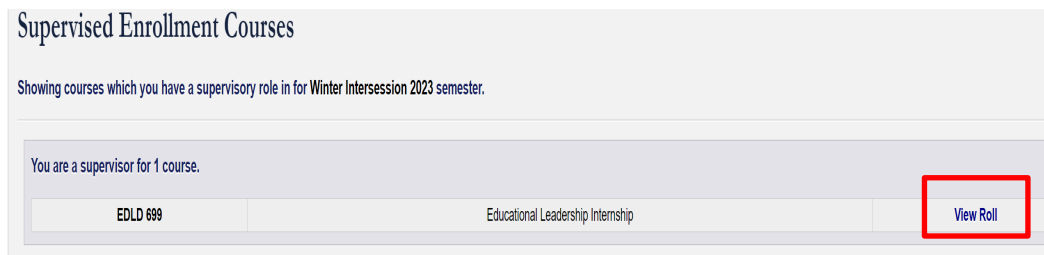
UM Supervisors: Steps for confirming internship hours in the Assessment System



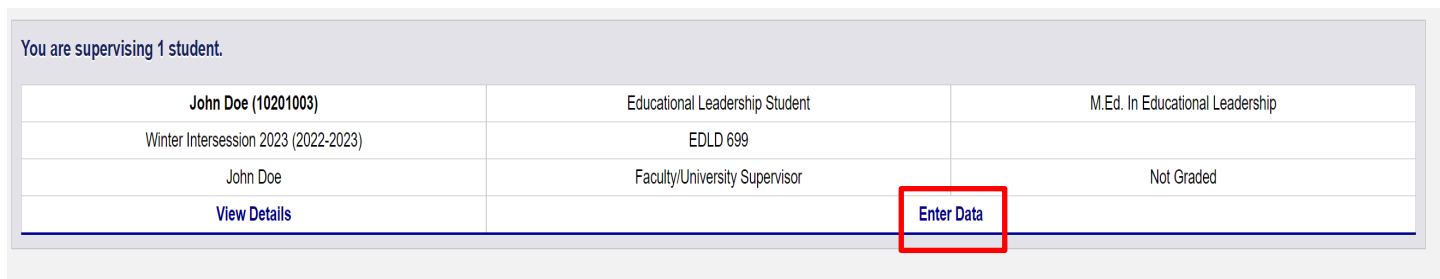
Log into the SOE Assessment System.
<https://olemiss.edu/depts/education/assessment/login.php>

Click “Enrollments Management” in the Navigation Menu.

Next, click “Supervised Enrollments” from the drop down menu.



On your “Supervised Enrollment Courses” page an EDLD 699 section should be listed. Click “View Roll” for EDLD 699.



On the following page, “Supervised Enrollment Course Roll,” find the student whose hours you are confirming. Click “Enter Data” in the box with their name listed.

Assessment Instruments



K-12 Leadership Programs Internship Log

Last Hours Submitted on 2023-01-12

[Edit Submission](#)

On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit/Edit Submission” button to the right of “K-12 Leadership Programs Internship Log”

Assessment Instrument

K-12 Leadership Programs Internship Log

Enrollment Information:

Winter Intersession 2023 - EDLD 699

Personnel Information:

John Doe - Faculty/University Supervisor
John Doe(10201003) - Counselor Ed. M.Ed. Student
M.Ed. in Educational Leadership

Evaluation By: John Doe (Faculty/University Supervisor) for John Doe(10201003)

The top of the “Internship Log” page will list the Enrollment, Personnel, and Placement information for the student.

Instructions

Introduction: The purpose of this log is to document your internship developed in collaboration with your Site Mentor and approved by your Site Supervisor.

Date	Start Time	End Time	Total Hours	Type	Status		
2022-04-11	10:00 AM	10:15 AM	0.25	Standard	Confirmed	Confirm	Doubt
Course							
EDLD 615							
Description of Activity							
EDLD 610 - Participate In Goal Setting To Address Needs.							
Most Relevant NELP Standard							
Standard 4							
Most Relevant PSEL Standard							
Standard 5							
When							
After School							
Notes							
Here Are Some Notes.							
10:15 AM			0.25	Standard	Doubt	Confirm	Doubt
Course							
EDLD 611							
Description of Activity							
EDLD 611 - Read Employee And Student Handbooks.							
Most Relevant NELP Standard							
Standard 2							
Most Relevant PSEL Standard							
Standard 8							
When							
During The School Day							
Notes							
Here Are Some Notes.							

All internship hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click “Confirm.” If you believe the hours logged are inaccurate click “Doubt.”

Hours that have yet to be verified by the UM Supervisor will be listed as “Pending” and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.