



School of Science,  
Engineering, and Education

Pott College  
Engineering

# Building Level Administration

## Interim Handbook

2024-2025

# Contents

Overview

Mentor Qualifications and Responsibilities

Placement Process

Termination of the Internship .....



## Termination of the Internship

The comparison assignment must include

## Progress Reports

Each progress report should be signed by the site-based mentor to authenticate and confirm the accuracy of the completed tasks.

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Formative Internship Evaluation

Summative Internship Evaluation

Internship Portfolio

Appendix A School-



Appendix B Domains, NELP Standard Components, and Example Tasks

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# Appendix C MSE Formative Internship Evaluation

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MSE Formative Internship Evaluation

# Appendix D Summative Internship









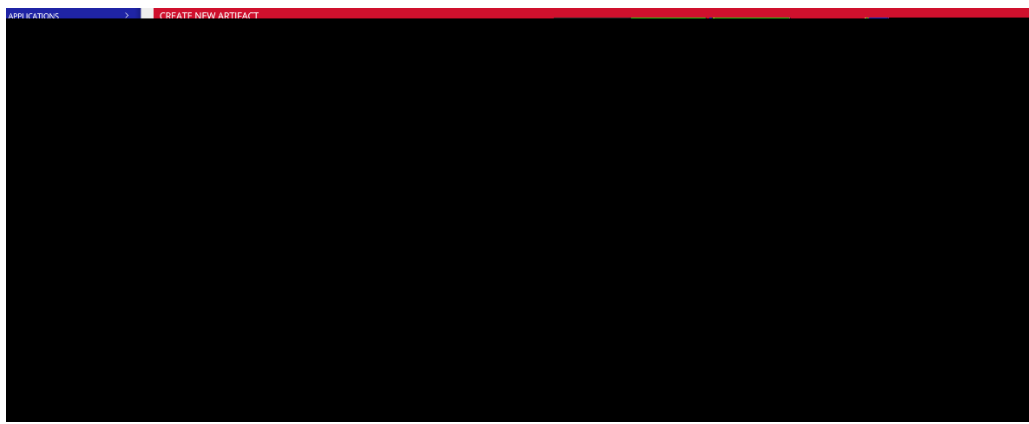
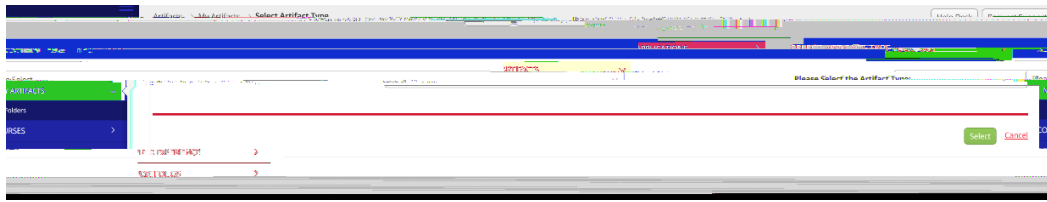
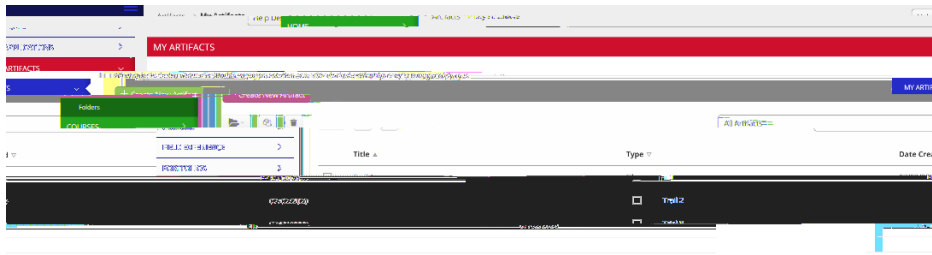
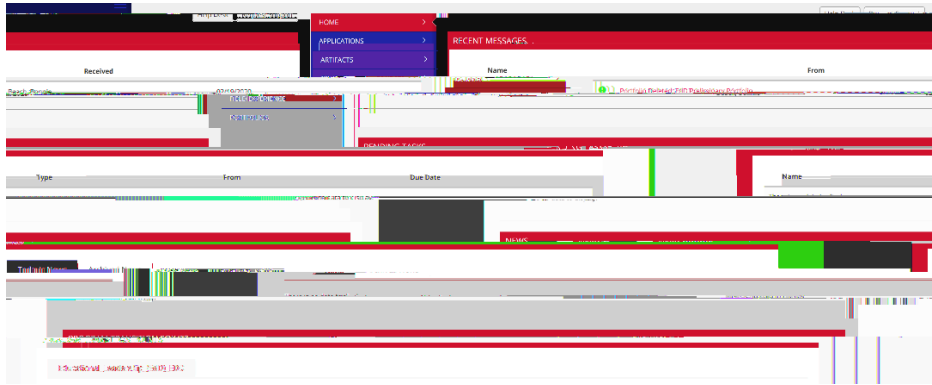
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14. Community





# Appendix E Creating an Artifact in TK20



# Appendix F Portfolio Reflection Questions

Domain 1: Mission, Vision, and Improvement

## Domain 7: Building Professional Capacity









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29. Equitable Access

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| 32. Instruction |  |  | or |
| 33. Assessment  |  |  |    |





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40. Laws & Policies

