



Appendix A: Educational Administration / Educational Leadership - Practicum/Field Experience Observation and Activity Log Directions

The practicum/field experience is an opportunity for candidates to observe and participate in real-world educational settings, and to apply the theories and concepts learned in program course work. Please be mindful of the following guidelines when completing the practicum/field experience and the observation and activity log.

- Fill out the Practicum Observation and Activity Log in entirety including:
 - Candidate name and signature
 - GCU Course Name and Number
 - Name and address of the practicum/field experience site,
 - Name, email, phone, and signature of the observed administrator
 - Feedback/evaluation from observed administrator
 - Dates and times observation took place
 - Activities/what was observed
- Print clearly or type. The signatures required at the bottom of the form may NOT be typed.
- Use a separate piece of paper if additional room is needed. Include any additional pages in the Taskstream submission.
- The Practicum Observation and Activity Log must be submitted into Taskstream as a separate attachment from the course's Benchmark Assessment Assignment.
- Do not take a picture of the log. Scan and upload the log as a document into Taskstream.



Education Administration / Educational Leadership – Practicum/Field Experience Observation and Activity Log

(Please Print)

Candidate Name: _____ GCU ID: _____

Course Name/Number: _____

Name of School: _____ Address: _____

Principal Mentor Name & Phone: _____

Log of Hours Spent:

| <u>Date</u> | <u>Time Spent</u> <u>(Hours:</u> <u>Minutes)</u> | <u>Activity (What did you do?)</u> |
|---------------|--|------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total: | | |

Principal Mentor Evaluation:

Thank you for allowing our candidate to observe and/or participate in your school. At the end of the practicum/field experience, please evaluate the candidate by taking into consideration that he/she is a prospective administrator. Write a brief narrative, in the space provided below, assessing the performance of the candidate in the activities in which he/she was involved.

The data entered into the Observation and Activity Log may be audited for accuracy by a College of Education Representative. Falsifying information is a form of Academic Dishonesty and is a violation of GCU's Code of Conduct Policy.

Candidate's Signature: _____

Principal Mentor Signature: _____ Email: _____

Please submit this completed form to your TaskStream account in conjunction with the required assignment.