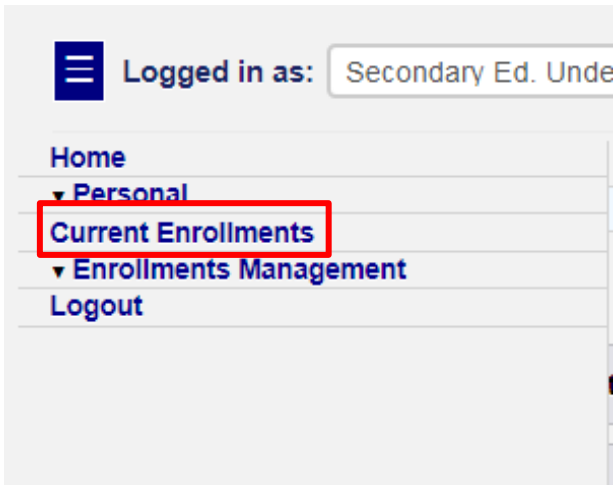


# Educational Leadership Internship Log Student Guide

All Educational Leadership M.Ed./Ed.S. students are required to log their 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 supervisors confirm hours throughout the semester. Below are steps for **students** on how to successfully log internship hours in the assessment system.

## Students: Steps for logging internship hours in the Assessment System



Log into the SOE Assessment System.

<http://education.olemiss.edu/assessment/home.php>

Click “Current Enrollments” in the Navigation Menu.

## Your Current Enrollments

Showing enrollments for Winter Intersession 2023 semester.

You are current enrolled in 1 enrollment

Winter Intersession 2023 (2022-2023)	EDLD 699	
John Doe	Faculty/University Supervisor	Not Graded
<a href="#">View Details</a>	<a href="#">Enter Data</a> (highlighted with a red box)	

On your “Current Enrollments” page your EDLD 699 section should be listed. Click “Enter Data” for EDLD 699.

## Enter Data for Enrollment

### General Enrollment Information

Term:	Winter Intersession 2023	<a href="#">View Details</a>
Academic Year:	2022 - 2023	
Course:	EDLD 699	<a href="#">View Details</a>
Course Title:	Educational Leadership Internship	
Section:		
Student:	John Doe (10201003)	<a href="#">View Details</a>
Student Role:	Educational Leadership Student	
Program:	M.Ed. in Educational Leadership	<a href="#">View Details</a>
Emphasis:	No Emphasis	
Classification:	Graduate	
Faculty:	John Doe (2147483647)	<a href="#">View Details</a>
Faculty Role:	Faculty/University Supervisor	
Grade:	N/A	
Status:	Enrolled	
Enrollment Application:	Not Available	

### Assessment Instruments

K-12 Leadership Programs Internship Log	Last Hours Submitted on 2023-01-12	<a href="#">Edit Submission</a>
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On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of “K-12 Leadership Programs Internship Log”

## 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

Submission By: John Doe (Educational Leadership 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.

### Submit Your Hours

#### Date:

#### Start Time:

#### End Time:

#### Hours Type:

#### Notes:

#### Course

#### Description of Activity

#### Most Relevant NELP Standard

On the “K-12 Leadership Programs Internship Log” page, scroll down to the heading “Submit Your Hours.” Enter the Date, Start Time, End Time, Hours Type, Course, Description of Activity, NELP/PSEL Standards and When for every set of hours accumulated. **Click “Add Hours” to submit the internship hours.** Students should continue to complete this same process every time they add hours. Internship hours will begin to record at the bottom of the log.