Ed Leadership Internship Log/Portfolio/Dispositions UM Supervisor Guide

Internship Log
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

1. Log into the SOE Assessment System. [http://education.olemiss.edu/assessment/home.php]
3. Next, click “Supervised Enrollments” from the drop down menu.
4. On your “Supervised Enrollment Courses” page an EDLD 699 section should be listed. Click “View Roll” for EDLD 699.
5. 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.
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.”

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

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.
Portfolio and Dispositions
All Educational Leadership M.Ed./Ed.S. students will need formative and summative scores submitted for their portfolio and dispositions before graduating. If you are submitting formative scores this semester, leave the summative scores blank and submit the form. If you are submitting summative scores this semester, leave the top half (formative scores) blank and submit only the summative section. If you are not submitting any portfolio or disposition scores for your student this semester, do not complete these instruments.

Use the same process outlined above for the Internship log to submit Portfolio and Disposition scores.

On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of professional dispositions and portfolio instruments. Complete the correct section (formative or summative) and click “submit new”.