Technical Support Workshop

Illinois Leadership Principal Preparation Program

Monday, October 6

12:00-4:00

Illinois State University Alumni Center

1101 N. Main Street   
Normal, IL 61790-3100

Please register to attend this workshop at

[mbolin@ilstu.edu](mailto:mbolin@ilstu.edu)

Agenda Attached

Participants are encouraged to bring colleagues and a laptop to exchange program materials.

**Illinois Leadership Principal Preparation Program**

**Talk and Take Session**

**When: October 6, 12:00-4:00**

**Where: ISU Alumni Center, Bloomington, IL**

**Goals for the Day**: ***Talk-and-Take* Sessions with a FOCUS on the internship**

**12:00 p.m. – Lunch and gathering**

**12:30 p.m. – Session 1: Internship Steps and Responsibilities – Joe Pacha**

What are the most critical tasks that need to be accomplished in planning for the internship? Who will champion each of these tasks to ensure the success of the internship?

* Participant Discussion and Work Period/Documents Exchange

**1:30 p.m. – Session 2: Steps in Building a Program Assessment Cycle – Joe Pacha**

The session will examine the benefits of a continuous cycle of assessment and improvement and how a well-developed assessment cycle contributes to the quality of the Internship. Bring a list of your primary (anchor) assignments to get started on this task.

* Participant Discussion and Work Period/ Documents Exchange

**2:30 p.m. – Session 3: Internship Assessment Tools** – **Kristine Servais and Dean Halverson**. This session will provide suggestions in how to manage and assess the State required internship assignments. Documents will be shared from two programs that have designed a single document for students to use to gather evidence and address the internship requirements, including SREB.

* Participant Discussion and Work Period/ Documents Exchange

**3:15 p.m. – Using Task Stream to Build and Sustain Quality Program Assessment – Maureen Kincaid and Kristine Servais**

**3:40 p.m. – Resource Poster and Wrap-Up**

**What other technical assistance is needed in order to plan for future Technical Assistance Workshops?**

NOTE: Participants are encouraged to bring a flash drive and laptop computer in order to participate and access the exchange of documents and materials shared at the workshop.