



Internship Log

Dept. of Library Science
College of Education
252-328-6621
252-328-4368 Fax

Name: Yvette M. Davis - West Johnston High School Media

Date	Activity	Time	Hours	Initials
1/11/12	Operated circ. desk; assisted students; book consults; created Power Lunch Duty Schedule for media team	7:30-3:30	8	WS.
1/12/12	Operated circ. desk; assisted students with computers; created Google forms for Power Lunch; periodical processing	7:30-3:30	8	WS
1/13/12	Operated circ. desk; processed shipment from Garrett Books	7:30-3:30	8	WS
1/17/12	Completed processing book order; circulated technology for testing; met with media PLC about Power Lunch	7:30-3:00	7.5	WS
1/18/12	Created Power Lunch master locator for entire faculty; operated circ. desk; made Power Lunch signs; SIT mtg.	7:30-4:00	8.5	WS
1/19/12	Unpacked shipment of laptop computers; compiled order for supplies	7:30-3:30	8	WS.
1/20/12	Cataloged computers in Asset Manager; met with PLC regarding Common Core	7:30-3:00	7.5	WS
1/23/12	Attended county-wide media coordinators' meeting in Smithfield and school PLC meeting	8:30-3:30	8	WS
1/24/12	Unpacked computer monitors for labs; entered in Asset Manager; Collab. w/ Eng IV PLC; PLC met to plan Staff dev. on 2/15	8:30-3:30	8	WS
1/25/12	Operated circ. desk; assisted students; book consults; Administrated EOC make up test English I; Faculty mtg.	7:00-3:30	8.5	WS
1/26/12	Operated circ. desk; assisted students; book consults; Print/distribute overdue notices; Collab. w/ Evans (HS2); Power Lunch team mtg.	7:30-4:00	8.5	WS
1/27/12	Operated circ. desk; assisted students; book consults; Co-teach w/ Evans (Yolasite for HS2 portfolios)	7:30-3:00	7.5	WS
1/30/12	Operated circ. desk; assisted students; book consults; train Power Lunch media team; collab. w/ Eng. II PLC-research & w/ Truitt Animoto	7:30-3:30	8	WS
1/31/12	Operated circ. desk; assisted students; book consults; teach Yolasite for Phillip's Eng. IV classes (2) - Grad. Project	7:30-3:00	7.5	WS.
2/01/12	Operated circ. desk; assisted students; book consults; teach Yolasite for Hudson's Eng. IV classes (3) - Grad. Project; MTAC mtg.	7:30-3:30	8	WS
2/02/12	Operated circ. desk; assisted students; book consults; teach Yolasite for Cocco's Eng. IV classes (3) - Grad. Project	7:30-3:00	7.5	WS
2/03/12	Operated circ. desk; assisted students; book consults; co-teach with Truitt for Eng. II classes (2) - Famous Trials Proj. w/Animoto	7:30-3:00	7.5	WS
2/06/12	Operated circ. desk; assisted students; book consults; teach Info. literacy and E-books w/ Truitt's Eng. II classes (2)	7:30-3:30	8	WS
2/07/12	Operated circ. desk; assisted students; book consults; teach Info. literacy and E-books w/ Orr's Eng. II class (1)	7:30-2:30	7	WS

Total hours 149.5

Fax to: 252-328-4368