

Professional Internship Documentation

Part 1 of 4

1

Name: **Jason Millet**

Course Link: <https://canvas.instructure.com/courses/12799803>

UN: thekayne@gmail.com ... PW: Welcome1

Beginning Date: 08/31/25

Ending Date: 09/12/25

Date	Time	Description	Hours	Cumulative Hours
09/01	10:30am	Initial meeting to discuss proposal and expectations	0.5	0.5
09/02	1:00pm	Brainstorming session to develop list of topics	0.5	1
09/02	5:45pm	Comparative research to decide platforms	1	2
09/04	10:00am	Meeting to review topics and plan structure	1	3
09/06	9:15am	Develop tutorial examples for SchoolMint	1	4
09/06	4:30pm	Working on LMS structure and importing example	2	6
09/07	8:30am	Creating tutorials via Scribe How To	1.5	7.5
09/07	2:30pm	Building framework for LMS, introduction, importing tutorials	4	11.5
09/08	5:00pm	Develop more tutorials and reference sheets to import	2	13.5
09/09	8:45am	Meeting with mentor to discuss progress	0.5	14
09/11	6:30pm	Continue developing LMS for first module (enrollment basics)	3.5	17.5
09/12	9:00am	Testing and feedback with mentor	0.5	18
09/12	4:15pm	Convert tutorials, finalize first module, create knowledge base	2.5	20.5

I have completed the internship hours as described above.

Student Signature: _____

Date: __09/12/25__

Supervisor Signature: Marlisa Harding

Date: __09/15/25__

Professional Internship Documentation

2

Part 2 of 4

Name: **Jason Millet**

Beginning Date: 09/13/25

[View Course Here](#) - UN: thekayne@gmail.com ... PW: Welcome1

Ending Date: 09/21/25

Date	Time	Description	Hours	Cumulative Hours
09/13	8:45am	Develop tutorials for SIS (PowerSchool)	2	22.5
09/13	2:30pm	Continue development on LMS structure (SIS)	3.5	26
09/14	4:00 pm	Working on the second module and some knowledge base	3	29
09/15	10:00am	Meeting to share progress with mentor	0.5	29.5
09/15	6:00pm	Working on tweaks suggested from meeting	1	30.5
09/16	3:00pm	Development on LMS courses (SIS)	4	34.5
09/17	9:15am	Create guides for PowerSchool (SIS) tasks	1	35.5
09/20	10:00am	Continued development of Canvas LMS courses	3	38.5
09/21	3:15pm	Planned out topics for VPDR and new Knowledge Base	0.5	39
09/21	6:30pm	Revise and export Knowledge Base articles	1	40

I have completed the internship hours as described above.

Student Signature: _____

Date: 09/22/25

Supervisor Signature: _____

Marlisa Harding

Date: 09/22/25

Professional Internship Documentation

3

Part 3 of 4

Name: **Jason Millet**

Beginning Date: 09/22/25

[View Course Here](#) - UN: thekayne@gmail.com ... PW: Welcome1

Ending Date: 09/27/25

Date	Time	Description	Hours	Cumulative Hours
09/22	7:00pm	Worked on researching new program features and updating	1.5	41.5
09/23	7:30am	Testing site student, fixing errors	0.5	42
09/24	4:30pm	Reorganize KB by topic/section; finish core "basics" for PS	3	45
09/24	9:15pm	Research Compliance process documents, build outline	1.5	46.5
09/25	7:30am	Build compliance LMS structure (placeholders)	0.5	47
09/25	4:00pm	Continue working on compliance sections and tasks	2.5	49.5
09/26	4:30pm	Working on compliance tutorials	3	52.5
09/27	9:00am	Continued refining compliance and KB articles	4.5	57
09/27	6:15pm	Finalizing compliance section core elements	2.5	59.5
09/27	3:15pm	Meeting with mentor for review and walkthrough	0.5	60
			20	Fill until 60

I have completed the internship hours as described above.

Student Signature: _____

Date: 09/27/25

Supervisor Signature: _____

Marlisa Harding

Date: 09/27/25

Professional Internship Documentation

4

Part 4 of 4

Name: **Jason Millet**

Beginning Date: 09/28/25

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Ending Date: 10/05/25

Date	Time	Description	Hours	Cumulative Hours
09/28	11:30am	Testing new modules as student; revising errors	1.5	61.5
09/28	4:15pm	Working on missing PS guides and converting to KB articles	3	64.5
09/29	9:00am	Organized and exported finished guides, elements	2	66.5
09/30	9:15am	Continued developing additional KB resources	1.5	68
09/30	5:00pm	Moved/added/revised tasks to PowerSchool sections	3.5	71.5
10/01	8:30am	Meeting with mentor to discuss changes and show revisions	0.5	72
10/01	12:00pm	Worked on graphic elements and screenshots for course	1.5	73.5
10/02	6:30am	Organized KB articles, developed additional compliance tasks	2	75.5
10/02	4:15pm	Worked on graphic elements and website representation	3	78.5
10/03	7:30am	Finalized remaining course elements, revise structure	1.5	80
10/03	2:00pm	Testing build and revising errors	0.5	80.5
			20	Fill until 80

I have completed the internship hours as described above.

Student Signature: _____

Date: 10/03/25

Supervisor Signature: _____

Marlisa Harding

Date: 10/03/25