



**INTERNSHIP FOR MED IN EDUCATIONAL LEADERSHIP, K-12 PRINCIPAL EMPHASIS
(This Internship Application is for students in the Master’s Program Only)**

The internship should be taken as the final course in this program. **Exception:** the internship may be taken in conjunction with, but not prior to, EDL 629 to comprise the final semester. All other coursework, including electives, must be completed prior to starting the internship.

STATEMENT OF PURPOSE

The internship program emphasizes preparation of the future administrator in cooperating schools under the direction of an experienced, capable, certificated administrator. It should be an opportunity to practice and apply administrative theory in various areas of responsibility. A corollary purpose is to help the prospective administrator and those working with him or her to evaluate each person’s effectiveness in terms of future opportunities.

GENERAL OBJECTIVES

1. To develop human relations skills.
2. To apply problem-solving methods and decision-making skills.
3. To gain knowledge of the tasks and role of the school administrators.

OUTLINE OF COURSE CONTENT (UNITS)

Course content for each assignment will vary with the needs of the intern.

Suggested duties and responsibilities in which the intern might be involved:

- | | |
|------------------------------|--|
| 1. New teacher orientations. | 8. Public relations. |
| 2. Workshops. | 9. Parents or school affiliated organization activities. |
| 3. Schedule making. | 10. Supervision and evaluation of teachers. |
| 4. Curriculum revision. | 11. Special service areas, i.e., guidance, A-V, library. |
| 5. Pupil progress reports. | 12. Teacher conferences. |
| 6. Budget matters. | 13. Non-Certified personnel. |
| 7. Board meetings. | 14. Lunch programs. |

This list is not intended to be restricted or required. Many other opportunities may be available.

PERFORMANCE OBJECTIVES

Performance objectives will vary with the kind of assignment and should be developed cooperatively with the university supervisor and the school administrator.

Examples might be:

1. Help teachers learn new instructional roles for a different kind of teaching.
2. Assist teachers in revising curriculum for a certain department.
3. Write a certain number of articles for press release.
4. Develop a workable modular schedule based upon teacher requests.
5. Develop a method of cost accounting for the cafeteria, which analyzes all expenditures.
6. Interpret the results of a testing program to the school board.

STUDENT OBLIGATIONS / REQUIREMENTS

The intern must spend a minimum of 135 clock hours performing internship duties and will earn 3 semester hours of credit. The internship is designed to be completed in one semester. However, an individual working full time while engaged in an internship may need more time to complete their requirements than would another individual in a district that grants released time to their employees to complete an internship.

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Interns may be expected to attend a workshop each semester. The workshop will focus on pertinent issues in administration as well as the intern's experiences.

EVALUATION

Evaluation will be partly based upon performance objectives. For example, if the objective was, "To help teachers learn new instructional roles," the evaluation would be "How many teachers have changed instructional roles and how many continue the new pattern after a set period of time?" Or "What curricular changes were affected and what reaction do students have?" Evaluation is based also upon the response by the school supervisor and the university supervisor on an open-ended evaluation sheet. Also considered are the extent of experiences as reflected in the log and attendance at the workshops discussed above. The only grade given for the course will be either Pass or Fail.

INTERNSHIP ENROLLMENT PROCEDURES

Course Catalog #: EDL 696

Course Title: Internship in School Administration, K-12 Principal

Deadlines To Apply For Internships Are :

October 1: for Spring Semester

June 1: for Fall Semester

INTERNSHIP APPLICATION PROCEDURES

1. The applicant must have "Regular" (rather than "Conditional") acceptance into the MEd, K-12, Principal Emphasis program in Educational Leadership prior to applying for the internship.
2. All coursework must be completed prior to the start of the internship.
3. The applicant must submit proof that he/she has met the Arizona Structured English Immersion (SEI) requirement through completion of either BME 430 or BME 631 or equivalent. (Specific BME classes may change over time; for actual employment eligibility with the state of Arizona, please see SEI requirements on the Arizona Department of Education web site at <http://www.ade.state.az.us/asd/lep/CertificationSEIrequirements.doc>.)
4. The applicant must submit proof from his/her school or district of employment that they have at least 3 years of teaching experience at the K-12 level.
5. The applicant must arrange an acceptable internship assignment verified by a letter from the cooperating school site coordinator and the involved central office administrator, e.g., district superintendent. The letter of agreement should contain a statement acknowledging mutual understanding:

- a) of the General and Performance Objectives;
 - b) of course contents;
 - c) that 135 clock hours are required;
 - d) that the student will keep a work log; and
 - e) that the site supervisor will write an evaluation at the end of the internship period.
6. The applicant must submit a copy of his/her current, regular (not provisional), AZ K-12 teaching certificate.
 7. The applicant must submit the certificate Rating/Recommendation form that has been filled out by a professional supervisor. It can either accompany the program application packet or be sent separately.
 8. The completed internship application packet should contain the following student items: **1)** a letter of agreement on school or district stationery signed by his/her site mentor and district superintendent; **2)** a current copy of his/her regular K-12 teaching certificate; **3)** proof of at least 3 years of teaching experience at the K-12 level; and **4)** proof of having met the state English Structured Immersion requirement. **5)** The application packet may contain the completed Rating/Recommendation form, or that form may come directly from the signing supervisor.
 9. Applications should be submitted to the Educational Leadership Office at the address below. Students must have applied for, and been approved to do, an administrative internship by the Educational Leadership Internship Coordinator, adhering to the posted deadlines for internship applications.
 10. Incomplete applications will not be processed.
 11. Please do not send course registration payment with the internship application.
 12. The Educational Leadership Office in Gilbert will advise the student of the internship class number after the internship application has been approved. Students may register and pay for the internship class at their nearest statewide office, or can register on line and pay directly with a credit card.
 13. Registration for the internship class must be complete, including tuition payment, prior to starting the internship.
 14. Students will be notified of their University supervisor's name after tuition has been and paid.

Intern Director: Dr. Bill Wright, Educational Leadership
 PO Box 5774, Flagstaff AZ 86011
 Phone: 602/776-4635; Fax: 928/523-5715

Address All Internship Questions and Mail Internship Application To:

Jennifer Offutt, Educational Leadership
 P.O. Box 5774
 Flagstaff, Arizona 86011;
 Phone: 928-523-3202 Fax: 928-523-5715

GRADUATION

Apply for graduation the same semester you apply for your internship. Use the **Graduate Certificate Application** for Graduation found under "Forms" on the Graduate College web page. Send the Application for Graduation signed by you and your advisor, payment (or proof of payment), your program of study, transcripts and any other

supporting documentation to the Educational Leadership office in Flagstaff at PO Box 5774, Flagstaff AZ 86011.



**INTERNSHIP FOR MED IN K-12, PRINCIPAL
RATING/RECOMMENDATION FORM**
(To be completed by a professional supervisor)

_____, _____ is applying for an internship with the NAU
Master of _____
(Student Name) (NAU ID #)

Education in Educational Leadership, K-12 Principal program at NAU. Your rating would be of assistance to us.

1. In what relationship have you been associated with the candidate? _____
_____ For how long? _____

2. Cite an example of leadership skills you have observed in this candidate. _____

3. Please rate this candidate's effectiveness in the following areas:

	HIGHEST			LOWEST		UNKNOWN
	5	4	3	2	1	N/A
Present Position (general)						
Staff Relationships						
Community Relations						
Problem Analysis						
Judgment						
Organizational Ability						
Decisiveness						
Leadership						
Sensitivity						
Stress Tolerance						
Oral Communication						
Written Communication						
Range of Interests						
Personal Motivation						
Educational Values						
General Academic Background						
Health and Vitality						

4. Other comments: _____

Thank you for assisting us with this task. Please return this form directly to the address listed on this letterhead.

Signature: _____

Date: _____

Name: _____

Position: _____

Address: _____

Phone: _____

City/State/Zip: _____

Institution: _____

**MEd in Educational Leadership, K-12 Principal Emphasis
INTERNSHIP APPLICATION - EDL 696**

(Please Print neatly)

All Questions must be answered

NAU ID #: _____ Date: _____

Name: _____

Current Address: _____

City, State & Zip: _____

E-mail: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Dates of Internship: From: _____ To: _____

Approximate amount of time per week: _____

Place of Internship: _____
School Name School Phone

Street Address City, State, Zip Code

School Mentor: _____
Mentor Name Mentor Phone

This application and your signed letter of agreement must be received by the NAU office no later than October 1 for the following Spring semester, or June 1 for the following Fall semester.

RETURN TO: Jennifer Offutt, Educational Leadership
P.O. Box 5774
Flagstaff, AZ 86011 Phone: 928-523-3202; Fax: 928-523-5715

Note: If you are planning to split your internship between two or more schools, please complete one (1) form for each school and submit a letter from each school supervisor.

Do Not Write in this Space

EMPL ID #: _____

_____ Admitted to Graduate College Date: _____

_____ Admitted to MEd, K-12 Principal Program Date: _____

_____ Transcripts for graduate courses, including either BME 430 or BME 631 (or equivalent, with transcript and course description) to meet state Structured English Immersion requirements _____

_____ Professional Supervisor Rating Recommendation Form on file

_____ Teaching experience requirement met

_____ Copy of current Arizona K-12 State Teacher Certificate on file

_____ Coursework completed

_____ Letter received from intern's school or school district

_____ Program of Study with Advisor signature

_____ NAU supervisor assigned: _____