

PRINCIPALSHIP INTERNSHIP

Internships should be coordinated with the field supervisor at the beginning of the semester of their internship. One Internship is to be taken in conjunction with culminating course 66525 *The Principalship*.

Internships consist of 150 clock hours per semester. Students who have enrolled after May of 2005 are required to complete two 150-hour internships. Students are required to intern at two sites, and not more than one in the school district of employment. A journal outlining the activities for those 150 hours is required along with a capstone evaluation meeting between the intern, field supervisor from the site, and the student's supervising university supervisor. Points of focus for the internship are listed below:

- Attend district Governing Board meetings and debrief dynamics with supervisor
- Attend Superintendent's administrative team meetings with supervising principal and debrief with supervisor
- Analyze formal and informal district power structure
- Assist in preparing, designing, and facilitating some part(s) of faculty meetings
- Observe the teacher evaluation process- sit in on pre/post conference and observation
- Assist in planning, developing, and supervising a school wide project or event
- Observe and assist in student discipline (including student supervision duty at lunch, recess, and, as appropriate, at evening events such as football games, dances etc.)
- If appropriate, assist in planning the master teaching schedule including working with predicting FTE's and staffing ratios if possible, or review the scheduling process and staffing allocations with supervisor
- Participate in home visits with school social worker or counselor
- Evaluate campus site with supervisor and lead custodian
- Write a guest letter or column in the school community newsletter
- Participate or design a positive reinforcement program/activity for students including the solicitation of support from local businesses

**Educational Administration
Internship Evaluation Form**

Candidate's name _____

Internship site_____

Field Supervisor Name _____

Internship Log is complete: **yes** **no**

Intern's efforts were: **outstanding** **satisfactory** **unsatisfactory**

Signature of field supervisor _____

Signature of Faculty supervisor_____

Student Signature _____

Date of summary meeting _____