

Leadership through Action!



*Department of
Educational Leadership*

EHS 334

EDL 699
Leadership Internship

EDL 880
Doctoral Internship

Guidelines for the Internships
in Educational Leadership

*Phone (989) 774-3204
www.eds.cmich.edu/edl*



Requirements for Internships in Educational Leadership

1. The student should carefully read all guidelines for the internships in Educational Leadership.
2. The student should identify and meet with the site supervisor. This is the person who will oversee internship on a daily basis. Student should draft the internship application and review it with his or her site supervisor before submitting for approval.
3. Student applies for the internship using the enclosed application and learning plan forms.

For internships in:

- Fall
- Spring
- Summer

Application must be submitted by:

- April 1st
- November 1st
- February 1st

According to University policy, an affiliation agreement between the organization in which the internship occurs and Central Michigan University must be in place, before beginning the internship. A student may not begin accumulating internship hours until all documents (application, learning plan, and affiliation agreement) have been received and approved.

Once the application and learning plan have been approved, *and* a signed affiliation agreement is on file with Central Michigan University, the departmental office will register the student for EDL 699 / EDL 880.

4. A student may receive 3-6 credit hours under the internship but only 3 are required as part of the program. The number of hours of credit given will be determined by the university supervisor, the student's advisor, and the student. 45 hours of internship are required for every one credit hour. A three credit internship is 135 hours.
5. Students must maintain a log documenting internship related dates, times, and projects. The administrative log should be kept up-to-date and delivered to the academic internship coordinator before the end of the internship.
6. A visit from the university supervisor with the intern and field supervisor will occur at a mutually convenient time at the completion of the internship.
7. Any problems or program conflicts in the administrative internship experience should be promptly reported to the Academic Internship Coordinator.

Additional requirements for Doctoral Internships (EDL 880)

8. Student must write six reflective pieces throughout the internship experience. These reflections are "journal-like" entries that allow the student to reflect on his/her experiences, learning, and/or observations. Reflections do not restate what is in the log, rather they allow the student to reflect on the experience and what he/she has learned from it. These can be submitted at the end of the internship or throughout the experience.
9. Group meetings may be held periodically for internship students.

RATIONALE FOR THE PROGRAM

The Department of Educational Leadership at Central Michigan University is pleased to be able to offer its students a well-balanced preparation program. Administrative theory and philosophy are necessary ingredients in a preparation program designed for leaders in schools and universities. Practical experience is also an important aspect of a well-balanced program. Through the administrative internship program, the prospective administrator learns how to: (1) put theory into practice, (2) combine and extend his or her past experience, (3) profit from direct, immediate, on-the-job supervision by experienced administrators, and (4) participate directly in the administrative portion of the educational process.

SCOPE OF THE PROGRAM

The internship experience is the result of cooperation and planning involving the school district, university, or other human service agency, CMU, and the student. The school district/local human service agency/higher education unit authorizes, provides and gives supervision to the intern. The university assists in planning and supervising the internship experience. The student has the responsibility for devising and carrying through those particular activities that are most essential for his/her own professional growth based on a suggested format provided by the university. Therefore, all arrangements for the internship are made on an individual basis and are approved by the site supervisor and the academic internship administrator.

Several types of experiences are involved in the administrative internship including: observation, reflection, *and* participation in administrative duties, and research activities. Continual advisement is available from the Department of Educational Leadership at Central Michigan University through the assignment of a university faculty member.

SUPERVISION

The official designated at the local level carries out the primary supervision of the intern. Additional supervision will be provided by a university supervisor who will visit with the intern periodically, depending on the individual program and needs of the intern. The internship advisor may also assign a textbook.

DURATION OF ACTIVITIES

The internship is designed to be an intensive on-the-job experience. Students are expected to spend an equivalent number of hours as they would for a traditionally offered class. Therefore, it is expected that students will be involved in a **minimum** of 45 hours for each registered credit hour of internship.

REPORTING

All interns are required to report their activities: (1) by keeping a log of his or her administrative internship activities, (2) by providing at least six reflection papers (1-2 pages) on the experience, (3) by obtaining a written evaluation from the site supervisor, and (4) by meeting with the site supervisor and internship coordinator at the conclusion of the internship. The intern should check the time line of requirements included within these guidelines.

For additional information and application forms, the prospective intern should contact:

Department of Educational Leadership
EHS 334
Mount Pleasant, MI 48859
(989) 774-3204

EXAMPLES OF POSSIBLE ADMINISTRATIVE INTERNSHIP EXPERIENCES

Curriculum evaluation

Activity program evaluation

Scheduling (pupils, classes, staff)

Development of pupil handbooks

Development of a teacher's handbook

Development of a discipline code

Working on specific attendance or discipline problems

Selection of paraprofessionals

Development of job descriptions

Planning meetings

Development of an activity schedule

Development of an in-service training project

Specific research needed by the school or local human service agency (turnover, client retention, etc.)

Development of educational specifications for new buildings

Development of requests for federal and/or state programs and monies

Transportation schedules

Development of millage campaign information

Food service programs

Computer applications for administration

Land use studies

Parent-teacher conference schedules

Development of behavioral objectives or performance objectives

Budgeting

Strategic Planning

Accreditation

Professional Development

Professional Involvement

INTERN LOG

The log is used to record internship activities and to reflect on what was learned. It is to be submitted to the university supervisor at the end of the internship (15th week) and should be available during conferences with the supervisor. The log is a personal communication vehicle between you and your advisor. Your advisor will treat it as a confidential document and will return it to you after evaluation. It must be printed in a standard size type on regular white paper.

Logs can take a variety of forms. The two most common forms are "Anecdotal" and "Summary." The Anecdotal Form is a narrative account of each event or day's activities. The Summary Form uses the format displayed below. Regardless of the form agreed upon by the intern and his or her advisor, the purpose of the log remains to be an effective means for the intern to communicate with the advisor.

SUMMARY FORMAT

Record the date of the activity, briefly and concisely state what the activity was, indicate how much time was spent on the activity on that date, indicate whether you were a participant (P) or an observer (O) of the activity and designate to what extent the activity was of value to you (High – H, Medium – M, and Low – L). It is highly recommended that the activity be recorded each day. *It is also important that you reflect on what you have learned. These periodic reflections will help when it comes times to write the activities summaries.* In addition, two "Selected Activity Analyses" must be prepared for each hour of internship credit for which you are enrolled.

<u>DATE</u>	<u>ACTIVITY</u>	<u>TIME SPENT</u>	<u>ROLE (O or P)</u>	<u>VALUE (H, M, or L)</u>
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Example:

2/15/99	Met with guidance counselor to discuss class loads	40 min	P	M
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Reflection: Learned the complexities of the scheduling process and a consideration of factors related to teachers and the curriculum. The counselor was most helpful because of her 15 years of experience in this area.

SELECTED ACTIVITIES ANALYSIS

This analysis deals with certain chosen highlights of your experiences singled out by you because the event or activity had special significance for you. It can be one in which you have played an active role, or one which you only observed. Its significance may be positive or negative. Head the report with the date. Then describe what took place and make an objective evaluation of the activity explaining why the event/activity had significance. (Note: Your analysis must include a reflection of what you have learned from the activity.

DATE: _____

ACTIVITY ANALYSIS:

[This form will be given to the field supervisor as a means of providing feedback to the intern. Copies will be distributed as indicated on the next page. The information should be discussed as part of a culminating interview.]

CENTRAL MICHIGAN UNIVERSITY
College of Education and Human Services
Department of Educational Leadership

Internship Feedback

Intern: _____

Site: _____

Semester: _____

Please complete the form, adding any comments you think to be appropriate. Please also share your comments with the CMU intern you have supervised.

The CMU intern accomplished the objectives s/he set...

- Excellent Adequately Marginally Inadequately

Comments:

The CMU intern engaged in internship activities...

- Enthusiastically Appropriately Reluctantly Apathetically

Comments:

The leadership potential of the CMU intern is...

- Exceptional Above average Average Limited

Comments:

Areas in which the CMU intern demonstrated strong ability are:

Primary areas that the CMU intern might develop most immediately:

Field Supervisor Signature: _____

Intern Signature: _____

Date: _____

Distribution: Field Supervisor, Intern, Internship Coordinator



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APPLICATION

EDL 699 – Leadership Internship
 EDL 880 – Doctoral Internship

STUDENT INFORMATION

NAME		STUDENT ID NUMBER	
HOME ADDRESS		SECTION <input type="checkbox"/> EDL 699 <input type="checkbox"/> EDL 880	
CITY	STATE	ZIP	
PHONE	E-MAIL ADDRESS		
PRESENT POSITION	SCHOOL		
COHORT (if applicable)	INTERNSHIP SEMESTER <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER		YEAR

ON-SITE SUPERVISOR INFORMATION

HONORIFIC (Dr., Mr., Mrs., Ms., Miss)	NAME	TITLE	
SCHOOL / ORGANIZATION		PHONE	
ADDRESS			
CITY	STATE	ZIP	

SCHOOL/ORGANIZATION ADMINISTRATOR (SUPERINTENDENT/PRESIDENT/ETC)

HONORIFIC (Dr., Mr., Mrs., Ms., Miss)	NAME	TITLE	
SCHOOL DISTRICT / ORGANIZATION		PHONE	
ADDRESS			
CITY	STATE	ZIP	

Please provide a Learning Plan describing the objectives, methods, and plan for evaluation, providing as much detail as possible. Prospective interns with a teaching background might find it useful to think of the Learning Plan as a lesson plan for the internship.

Once the Learning Plan is approved, it constitutes the expectations and direction of your internship. Should your experience suggest a change, you must contact the internship coordinator to discuss a revision of objectives and activities.

Registration for EDL 699 / EDL 880 will be completed by the departmental office upon approval of the internship application and the attainment of an approved Affiliation Agreement with the institution or organization.

OFFICE USE ONLY

- Application Approval
- Letters Sent
- Course Registration

comments:

Student Name: _____

Learning Plan

OBJECTIVES (*What you want to receive **specifically** from the experience*):

- 1.
- 2.
-
-
-
- N

METHODS (*How you intend to get what you want*):

- 1.
- 2.
-
-
-
- N

EVALUATION (*How you are going to know the extent to which you were successful at getting what you wanted*):

1. Log (**required**)
2. Activity Reports
- 3.
-
-
-
- N

Number of credit hours desired:

Student Signature _____ Date: _____

For department use only

Approved / Disapproved (circle one)

If disapproved, please indicate areas needing improvement.

Internship Coordinator _____ Date: _____
Signature