

STANDARD VI

Internship

The internship is designed to fulfill the competency and experience goals of the intern. Responsibilities assigned and tasks performed are to be in keeping with the administrative areas identified as important to the growth of the intern. The internship is also designed to ensure that any products or output are useful to the system in which the intern works. The internship will span the first or second half of a school year (approx. 12 weeks). The administrator will solicit an individual within his school community to act as his mentor. This mentor should be someone who is in a position to observe and help direct the efforts of the intern. In no case should the mentor be a subordinate of the intern. A faculty member will be assigned to track the efforts of the intern. This faculty member will also approve the mentor that is recommended by the intern after reviewing the documentation provided prior to the implementation of the internship.

The internship may include but is not limited to the following areas:

- | | |
|----------------------------------|-------------------------------|
| 1. Evaluation and Research | 10. Federal and State Funding |
| 2. Curriculum and Instruction | 11. Facility Maintenance |
| 3. Special Education | 12. Transportation |
| 4. School Board Operation | 13. Community Relations |
| 5. Legal Issues | 14. Construction Projects |
| 6. Business Management | 15. Human Resources |
| 7. Pupil Personnel Services | 16. Media Communications |
| 8. Central Office Administration | 17. School Policy |
| 9. Pupil Support Services | 18. Leadership Appraisal |

It is important to the overall development of the intern that he/she includes at least five of the above-mentioned areas during the internship period.

The intern and his/her mentor will report to the faculty member two times during the internship. The report should include:

1. Description of the Organization and Surrounding Community

This description will help the reader better understand the activity or project. Only the intern reports on this segment, but the mentor will read and comment.

2. Summary of the Intern's Performance

Discuss the depth and breadth of the activities and experiences that were acquired.

3. Linking Theory and Practice

Analyze your total experience using concepts, principles, and examples from the content of your courses to structure your discussion. The mentor only needs to review and comment on this segment.

4. Personal Summary, Conclusions, and Implications

Mentor's comments are vital.