

*Educational Leadership Certificate Programs*

*P.O. Box 5774 Flagstaff, AZ 86011*

*Phone: 928-523-3202*

*Fax: 928-523-5715*

[*Jennifer.Offutt@nau.edu*](mailto:Jennifer.Offutt@nau.edu)

## APPLICATION FOR PRINCIPAL INTERNSHIP

### 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.

#### DEADLINES TO APPLY FOR INTERNSHIPS ARE AS FOLLOW:

**October 1:** for Spring Semester

**May 1:** for Fall Semester

#### NAU Does Not Offer Summer Internships

**Internships are 6 months in length: Fall: July to December Spring: December to May**

* ***Incomplete applications will not be processed***

##### Return a completed Internship application (final page of this document) and a letter of agreement signed by your site mentor (must hold an AZ principal endorsement) and district superintendent ***on school or district stationery*** to the Educational Leadership Office at the address above.

* The “professional supervisor rating/recommendation form” within this document is to be filled out by a professional supervisor. It can either accompany the internship application packet or be sent separately.
* You must provide proof of three years of full-time K-12 teaching experience. This can be a statement within your agreement letter, a letter from your HR department, or copies of old teaching contracts.
* Please do not send course registration payment with your application.
* **The Educational Leadership Office in Flagstaff will register you for your EDL 696 internship class after your internship application has been approved.**

You will be notified of your University supervisor’s name after the start of your internship semester.

**PLEASE MAKE ONE SUBMISSION ONLY:** Students may contact [jennifer.offutt@nau.edu](mailto:jennifer.offutt@nau.edu) to confirm the receipt of your application ***no sooner than 30 days past the submission deadline***.

**YOU MAY MAIL ITEMS TO:** Educational Leadership Attn: Jennifer Offutt

##### P.O. Box 5774 Flagstaff, AZ 86011

**YOU MAY FAX ITEMS TO:** Fax: 928/523-5715

**YOU MAY EMAIL ITEMS TO:** [jennifer.offutt@nau.edu](mailto:jennifer.offutt@nau.edu)

**Documents required for the capstone class, Internship Experience (must be sent directly to the address above by the deadline):**

Application for internship (final page of this document)

Verification of 3 years of full-time teaching experience at the K-12 level

Professional Supervisor Rating Recommendation Form (within this document)

Letter of agreement on school or district stationery signed by a certified principal and district superintendent (must accompany the internship application)

**Electronic Application for graduation:** [**http://nau.edu/GradCol/Student-Resources/Graduation/**](http://nau.edu/GradCol/Student-Resources/Graduation/) You will need to upload a final “Program of Study” **signed by the EDL department chair** for this process. Please obtain this from your academic advisor.

#### 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 time requirement is a minimum of 9 to 12 hours per week for six months for 3 semester hours of credit. **The internship is to be completed in one 16 week semester.**

## Interns are required to attend one mandatory internship meeting prior to the start of the semester. Meetings will be in December for spring interns and July for fall interns. Failure to attend this meeting may result in removal from the internship.

### Each intern is expected to keep a **log\* of activities** which include his or her duties and assignments. Special or unique situations or problems should also be reported, with an analysis by the intern as to the structure of the situation, his or her reaction, and justification for that reaction or solution.

Interns will be required to attend one mandatory workshop with the internship director, Dr. William Wright. There are five workshops scheduled around the state. While you will not need to RSVP for any particular

meeting, each workshop will have a sign-in sheet to confirm your attendance. **Please be sure to sign into the workshop that you attend!** No verifiable attendance may result in being removed from the internship.

### 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.

***\*The log is a course record showing the variety of tasks and time involved; it must be typewritten or printed from a computer. Please present the log, as well as all products and materials prepared during the internship, in a loose-leaf notebook.***

**INTERNSHIP ENROLLMENT PROCEDURES**

**Course Catalog #:** EDL 696 **Course Title:** Internship - Principal

#### Once your application is complete and approved, you will be registered for the internship by the EDL office.

**INTERNSHIP APPLICATION PROCEDURES**

1. All coursework must be completed prior to the start of the internship (the only allowable exception is EDL 629).
2. The applicant must submit proof from his/her school or district of employment that they have at least 3 years of full-time teaching experience at the K-12 level. This statement may be included within the agreement letter that is signed by your school administrators. This is sufficient verification.
3. 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. There is a sample agreement letter provided for you within this document.
4. The applicant must submit a copy of his/her current, ***Standard*** (not provisional), AZ K-12 teaching certificate.
5. 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.
6. The applicant must submit an electronic application for graduation through your student center. Please see the instructions at the top of page 2. No Internship Application is Approved without This Submission.
7. The completed internship application packet should contain the following student items: **1)** A completed internship application (final page of this document). **2)** a letter of agreement on school or district stationery signed by his/her site mentor and district superintendent; **3)** a current copy of his/her ***Standard*** K-12 teaching certificate; **4)** proof of at least 3 years of full-time teaching experience at the K-12 level; 5**)** The application packet may contain the completed Rating/Recommendation form, or that form may come directly from the signing supervisor and **7)** your application for graduation must be verifiably submitted electronically.
8. Applications should be submitted to the Educational Leadership Office at the address below, via email to [jennifer.offutt@nau.edu](mailto:jennifer.offutt@nau.edu) or fax to 928/523-5715. 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.
9. **Incomplete applications will not be processed.** EDL does not accept partial submissions as placeholders.
10. Please do not send course registration payment with the internship application.

12. The Educational Leadership Office will register students for the internship class once their application has been audited and approved.

1. Registration for the internship class must be complete, including tuition payment, prior to starting the internship.
2. Students will be notified of their University supervisor’s name at the start of the internship semester.

**Sample Agreement Letter**



# Date:

Northern Arizona University

College of Education – Educational Leadership Department PO Box 5774

Flagstaff, AZ 86011

This letter is to serve as verification of my agreement to supervise and mentor

*(Student)\_* during the *(Semester/year)\_* .

# I have reviewed the General and Performance objectives required for this course as well as the course contents and clock hour requirement of no less than 9 hrs/wk for six months.

*(Student)\_* has been employed in a full-time K-12 position with

*(School)\_\_* since *(When)\_ .*

# I am aware that it is required that *(Student)\_* will keep a work log of duties performed during this internship and *(Principal)\_* will write an evaluation at the end of the internship period.

Signature of Principal

Signature of Dist. Superintendent



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## PRINCIPAL INTERNSHIP RATING/RECOMMENDATION FORM

(To be completed by a professional supervisor)

*Phone: 928-523-3202*

*Fax: 928-523-5715*

*URL*: [*http://coe.nau.edu/academics/edl/*](http://coe.nau.edu/academics/edl/)

##### , is applying for a principal internship (Student Name) (NAU ID #)

at NAU. Your rating would be of assistance to us.

1. In what relationship have you been associated with the candidate?

For how long?

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

##### 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:

|  |  |
| --- | --- |
| **PRINCIPAL 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: ( )  **Spring** = January to May **Fall** = August to December  Dates of Internship: From: To: Approximate amount of time per week:  Place of Internship:  School Name School Phone | |
| Street Address **(This must be a physical Address)** City, State, Zip Code  School Mentor:  Mentor Name Mentor Phone | |
| This application, your signed letter of agreement, the Professional Supervisor Rating Recommendation form, proof of three years of full-time teaching experience, and a copy of your current “Standard” AZ teaching certificate 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:** Educational Leadership  Jennifer Offutt  P.O. Box 5774 Flagstaff, AZ 86011 Fax: 928-523-5715 [Jennifer.offutt@nau.edu](mailto:Jennifer.offutt@nau.edu)  **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 OR Principal Cert Program** Date:  Professional Supervisor Rating Recommendation Form Teaching experience requirement met  Copy of current Arizona K-12 State Teacher Certificate Letter received from intern’s school or school district Program of Study with Advisor signature  Unofficial Transcripts Provided (Must show registration for all final coursework except EDL 629 & EDL 696) Coursework completed  Graduation Application Completed  NAU supervisor assigned: |
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| NAU Username:\_  (Initials + Numbers) |