

*Certificate Programs*

*P.O. Box 5774*

*Flagstaff, AZ 86011*

*Phone: 928-523-3202*

*Jennifer.Offutt@na**u.ed*

Department of Educational Leadership

## 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.

This program was intentionally designed to lead to licensure or certification in the state of Arizona. For information regarding how the curricular requirements for this degree program align to licensure or certification requirements in other states, see https://nau.edu/compliance-and-authorization/professional-licensure-by-state/

### 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 and a minimum of 9 hours per week: Fall: June to December Spring: October 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 a valid principal endorsement) and district superintendent ***on school or district stationery*** to the Educational Leadership Office via email to jennifer.offutt@nau.edu.
* You must provide this link to your school mentor (*Principal*) for the submission of the “professional supervisor rating/recommendation form”. The survey is found here: https://qualtrics.nau.edu/jfe/form/SV\_882QuKfTQiohjfM
* 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.

#### The Educational Leadership Office in Flagstaff will register you for your EDL 696 internship class after your internship application has been approved.

You will receive a confirmation email when your internship application is received. You will be notified of your University supervisor’s name and contact information when you are registered for the internship. Please do not inquire on your submission for 30 days beyond the submission deadline.

**PLEASE MAKE ONE SUBMISSION ONL****Y:** Students may contact jennifer.offutt@nau.edu to confirm the receipt of your application ***no sooner than 30 days past the submission deadline***.

**YOU MAY EMAIL ITEMS TO:** jennifer.offutt@nau.edu

#### Documents required for the capstone class, Internship Experience

**(must be COMPLETE and sent directly to the email address above by the submission deadline):**

Application for internship (final page of this document)

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

A completed Qualtics survey from your professional supervisor (Principal Mentor)

A 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.

Signed “Student Responsibility Form”

### 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)

With the assistance of your building supervisor, interns will create their plan for the internship. Course content for each assignment will vary with the developed plan of the intern.

Interns should reference the “*School Leadership – Internship*” 4th edition book (pages 19 through 76) for all 10 standards and 45 skills that must be included within the internship plan. There are suggested activities within each standard and skill set.

### STUDENT OBLIGATIONS / REQUIREMENTS

The intern time requirement is a minimum of 9 to 12 hours per week for six months to earn 3 semester hours of credit. Because it is the goal of the Educational Leadership department to allow you to graduate at the end of your internship semester, the **Mandatory** internship meetings which start the clock for the **Required** 6 month time frame, take place well ahead of the actual start of the semester.

Interns will be notified when registered for the internship. You will receive contact information for your university supervisor at this time. You are required meet with your university supervisor via telephone, zoom, or in person prior to beginning the internship

semester. Meetings may be as early as October for spring interns and June for fall interns. Failure to make contact with your university supervisor 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.

### EVALUATION

This is a Pass or Fail course.

Evaluation will be partly based upon the signature assignment evaluation form, a 10 minute presentation, a log of completed internship hours and reflection, and a portfolio.

This evaluation form will be completed at a meeting involving the intern, the building supervisor, and the university supervisor.

***\* 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.

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 applicantmustarrange anacceptable internship assignmentverified by a letter fromthecooperating school sitecoordinator and the involved centraloffice administrator, e.g., district superintendent. There is a sampleagreement letter provided for you withinthisdocument.
4. The applicantmustsubmit a copyofhis/her current, ***Standard*** (not provisional), AZ K-12 teaching certificate. Please send this with your application so that I do not have to dig around for this document causing processing delays.
5. The applicant must direct the school mentor (principal) to complete the rating recommendation found here:

https://qualtrics.nau.edu/jfe/form/SV\_882QuKfTQiohjfM

1. The applicant must submit a signed “Student Responsibility Form”.
2. 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.
3. 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.
4. Applications should be submitted to the Educational Leadership Office via email to jennifer.offutt@nau.edu . 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.
5. **Incomplete applications will not be processed.** EDL does not accept partial submissions as placeholders.
6. Please do not send course registration payment with the internship application.
7. The Educational Leadership Office will register students for the internship class once their application has been audited and approved.
8. Registration for the internship class must be complete prior to starting the internship.
9. Students will be notified of their University supervisor’s name and contact information when they have been registered for EDL 696.

# Sample Agreement Letter



Date:

To: Northern Arizona University

College of Education – Educational Leadership Department PO Box 5774, Flagstaff, AZ 86011

 *(Principal)* agrees to complete the "Professional Superviosr Rating" survey for this intern prior to the start of of the internship: https://qualtrics.nau.edu/jfe/form/SV\_882QuKfTQiohjfM

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 Mentor Email Address (Required)

Signature of Dist. Superintendent

#### Duties and Responsibilities of Student (THIS FORM MUST BE SUBMITTED WITH YOUR APPLICATION)

1. The Student will complete and be responsible for the cost of providing all health forms, health insurance, testing, and certificates requested by the Facility.
2. The Student will comply with all applicable policies, procedures, and rules of the Facility.
3. The Student will participate in orientation, required mandatory education, and skill training as required by the Facility.
4. The Student will demonstrate professional behavior appropriate to the environment, including adhering to the

Facility’s established dress code and maintaining high standards at all times.

1. The Student will follow the policies, rules, and regulations of the Facility, including those regarding confidentiality of information.
2. The Student’s conduct at all times, both at the Facility and outside normal business hours, will be in a personally and professionally ethical manner.
3. The Student will make appropriate arrangements for transportation and housing, if necessary, and be responsible for all travel and living expenses incurred in relation to the educational experience.
4. The Student agrees that the University may share information received from a Student's Criminal Background Check and Drug Testing with the Facility, if applicable.
5. The Student will conform to the work schedule of the Facility and make up time and work missed during unavoidable illnesses, in consultation with Facility supervisor, the Student’s University placement coordinator and/or instructor.
6. The Student will obtain prior written approval from University and the Facility before publishing or presenting any material relating to the educational experience outside the normal educational settings of the University.
7. The Student acknowledges the inherent risk of exposure to COVID-19 which exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By participating in the program, the Student assumes all risks related to exposure to COVID-19.

#### I have read and understand this acknowledgment and agree to abide by its terms and conditions:

Student Name: (Please type or print)

Student Signature Date

### PRINCIPAL INTERNSHIP APPLICATION - EDL 696

*(Please Print Neatly)*

# All Questions Must Be Answered

NAU **7 digit** ID#: AZED ID: Date:

Name:

Current Address:

City, State & Zip:

NAU E-mail: Alt Email:

Home Phone: ( ) Work Phone: ( )

**Spring** = October to May **Fall** = June to December Dates of Internship: From: To:

Approximate amount of time per week: (9 to 12 hour minimum)

Place of Internship:

School Name School Phone

Street Address **(This must be a physical Address)**

City, State, Zip Code

School Mentor:

Mentor Name Mentor Email Address (required)

School District:

This application, your signed letter of agreement, the Professional Supervisor Rating Recommendation **survey**, 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 May 1 for the following Fall semester.

**RETURN TO:** Educational Leadership

Jennifer Offutt 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.**

\*\*\* YOUR 7 DIGIT NAU ID IS FOUND AT THE TOP OF YOUR TRANSCRIPT

\*\*\* YOUR AZED ID IS FOUND ON YOUR AZ TEACHING CERTIFICATE