

*Phone: 928-523-3202*

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*Certificate Programs*

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

## APPLICATION FOR THE SUPERINTENDENT 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 724 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. Please complete ALL LINES of the application page.***

##### Return a completed Internship application (final page of this document) and a letter of agreement signed by your site mentor (must hold a valid superintendent endorsement) ***on district stationery*** to the Educational Leadership Office via email to [jennifer.offutt@nau.edu](mailto:jennifer.offutt@nau.edu).

* You must provide this link to your district mentor (*Superintendent*) for the submission of the “professional supervisor rating/recommendation form”. The survey is found here: <https://qualtrics.nau.edu/jfe/form/SV_6gocIdGuNi8b5xs>
* You must provide proof of three years of full-time K-12 teaching experience and you must hold a principal endorsement. 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 797 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 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 EMAIL ITEMS TO:** [jennifer.offutt@nau.edu](mailto: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 (Superintendent Mentor)

Letter of agreement on district stationery signed by a certified 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. [Jennifer.Offutt@nau.edu](mailto:Jennifer.Offutt@nau.edu)

A **s**igned “Student Responsibility Form”

#### STATEMENT OF PURPOSE

The internship program emphasizes preparation of the future administrator in cooperating district offices 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 district administrators.

#### OUTLINE OF COURSE CONTENT (UNITS)

#### With the assistance of your district 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 797 **Course Title:** Internship – Superintendent

#### 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 724).
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 district site coordinator. 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 containing a principal endorsement.
5. The applicant must direct the district mentor (superintendent) to complete the rating recommendation found here: <https://qualtrics.nau.edu/jfe/form/SV_6gocIdGuNi8b5xs>
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 district superintendent; **3)** a current copy of his/her ***Standard*** K-12 teaching certificate containing a principal endorsement; **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 via email to [jennifer.offutt@nau.edu](mailto: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.
9. **Incomplete applications will not be processed.** EDL does not accept partial submissions as placeholders.

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

11. Registration for the internship class must be complete prior to starting the internship.

12. Students will be notified of their University supervisor’s name and contact information when they have been registered for EDL 797.

**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 *(Superintendent)\_* will write an evaluation at the end of the internship period.

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Signature of Dist. Superintendent Mentor Email Address



*Educational Leadership Certificate Programs*

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## SUPERINTENDENT INTERNSHIP RATING/RECOMMENDATION FORM

(To be completed by a professional supervisor)

*Phone: 928-523-3202*

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

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

##### (Student Name) is applying for a principal internship 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:

Email: District:

**SUPERINTENDENT INTERNSHIP APPLICATION - EDL 797**

*(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 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 May 1 for the following Fall semester.

**RETURN TO:** Educational Leadership

Jennifer Offutt

[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.**

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

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