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

#### GRADUATE CERTIFICATE IN SUPERINTENDENCY

**INTERNSHIP ENROLLMENT PROCEDURES**

**(This is the Internship Application for Superintendent Certificate Students Only EDL 797)**

The internship is to be taken as the last class in the NAU Graduate Certificate in Superintendency program. Completion of this program leads to an Institutional Recommendation for State Administrative Certification.

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/>

EDL 797: The Internship Section 2: Superintendency

**DEADLINES TO APPLY FOR INTERNSHIPS ARE AS FOLLOWS:**

**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 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 internship class after your internship application has been approved.

**IMPORTANT INFORMATION**

In addition to submitting your internship application you must also submit an **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.

**No internship application will be approved without the submission of your electronic graduation application.**

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 [online.advising@nau.edu](mailto:online.advising@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)

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

### GRADUATE CERTIFICATE IN SUPERINTENDENCY

**Course Outline:** EDL 797

**Course Title:** Internship in School Superintendency

**Sponsoring Department:** EDUCATIONAL LEADERSHIP

**NOTICE:** Fee waivers are no longer available for persons supervising interns.

#### PREREQUISITES

1. **The internship should be taken as the final course of the Certificate process.** The required Leadership coursework must be taken at Northern Arizona University. The Educational Leadership Department Chair must approve any exceptions.
2. All coursework, including electives and other graduate hours, must be completed prior to the start of the internship. EDL 724 is the only course that may be taken in conjunction with the internship.
3. Students must have been fully accepted into the Graduate Certificate in Superintendency program in Educational Leadership prior to applying for the internship.
4. 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. Students must be able to arrange an acceptable internship assignment verified by a letter from the school site coordinator and the involved central office administrator.
6. Internship registration must be complete, including payment, prior to starting the internship.

#### 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 hours a week for 6 months for 3 semester hours of credit.

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*.*

The only grade given for the course is 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.

# 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 6 month requirements.

*(Student)* has been employed 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 *(District Superintendent)\_* will write an evaluation at the end of the internship period.

\_\_\_\_

Signature of Dist. Superintendent Email of Dist. Superintendent



*Educational Leadership Certificate Programs*

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

*Phone: 928/523-3202 Fax: 928/523-5715*

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

### GRADUATE CERTIFICATE IN SUPERINTENDENCY

#### RATING/RECOMMENDATION FORM

(To be completed by a professional supervisor)

, is applying for admission to the NAU Graduate

(Student Name) (NAU ID #)

Certificate in Superintendency 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 |  |  |  |  |  |  |

1. 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:

# CERTIFICATE IN SUPERINTENDENCY INTERNSHIP APPLICATION - EDL 797

*(Please Print neatly)*

# All Questions must be answered

NAU ID #: Date: Name: Current Address: City, State & Zip: E-mail: Home Phone: ( ) Work Phone: ( )

Type of Internship (circle one): Superintendency

Dates of Internship: From: To:

Approximate amount of time per week:

Place of Internship:

School Name School Phone

Street Address City, State, Zip Code

School Mentor: Mentor Name Mentor Email

This application and your signed letter of agreement 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:** Jennifer Offutt, Educational Leadership

P.O. Box 5774

Flagstaff, AZ 86004; Fax: 928/523-5715 or [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 Superintendency Certificate Program Date:

Professional Supervisor Rating Recommendation Form Teaching experience requirement met

Copy of current Arizona K-12 State Teacher Certificate

Master's degree earned: Date: University: Letter received from intern’s school or school district

Program of Study with Advisor’s signature

Unofficial Transcripts Provided (Must show registration for all final coursework except EDL 629 & EDL 696) Coursework completed

Graduation Application Completed

NAU Supervisor Assigned:

NAU Username:

(Initials + Numbers)