

EDLE 691 Internship Application

The following requirements must be submitted to complete the application process:

1. Graduate Internship Application
2. Current vita
3. Goal statement which describes the desired leadership position and educational requirements, skills, traits or pre-requisites to achieve that position.
4. Leadership statement that addresses the purpose or motivation for leading. The following items should be included:
 - a. Motivation to lead
 - b. Desired accomplishment as a leader
 - c. Desired internship outcomes that will support school improvement
 - d. Desired interpersonal skills you seek to develop during the internship (2 – 4)
 - e. Intended personal development plan to develop listed interpersonal skills
5. District research and statement of acceptance and partnership
6. Internship Plan developed in conjunction with your on-site supervisor and EDLE advisor

In addition, you must have earned a 3.0 GPA or higher in your undergraduate program for regular admittance to any graduate program.

Application Deadlines

Fall admittance – July 1

Spring admittance – November 1

Summer admittance – March 1

Graduate Internship Application

Date: _____

Name: _____ SID#: _____

Address: _____
Street City State Zip

Phone Number: (_____) _____ E-Mail Address: _____

Semester Requesting internship: Fall _____ Spring _____ Summer _____
~~~~~

Present Employer: \_\_\_\_\_  
District/School

Supervisor's Name \_\_\_\_\_  
Building/ Name

Employer Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

List other potential internship site(s), including business addresses, phone numbers and e-mail:

---

---

Describe the goals and learning objectives that you expect to complete during your internship: (attach a job description if available)

---

---

---

---

---

---

---

## Internship Overview

As part of the Michigan Department of Education requirement for the School Administration certification, candidates must complete a minimum of 200 hours of a leadership internship in an approved educational institution.

### Internship Approval Process:

1. Complete the Graduate Internship Application. Meet with the Graduate Internship Coordinator to submit application and discuss proposed internship site and appropriate learning objectives.
2. Return completed and signed Employer/Intern Agreement to the Graduate Internship Coordinator for approval.
3. Upon approval of the Employer/Intern Agreement by the Graduate Internship Coordinator, the student may register for EDLE 691, 3 credits.

### Internship Requirements

The internship follows ELCC Standard 7.0 which states:

*A building-level education leader applies knowledge that promotes the success of every student through a substantial and sustained educational leadership internship experience that has school-based field experiences and clinical internship practice within a school setting and is monitored by a qualified, on-site mentor.*

Additionally, the onsite supervisor or mentor must comply with the following ELCC Standard 7.3:

*Qualified On-Site Mentor: An on-site school mentor who has demonstrated experience as an educational leader within a school and is selected collaboratively by the intern and program faculty with training by the supervising institution.*

The internship should allow the student to:

1. Acquire and/or update skills/competencies,
2. Apply and critique (analyze) theoretical concepts/ideas.

Generally, internships may NOT include:

1. Hours worked prior to registering for EDLE 691,
2. Experiences that are part of consulting work,
3. Experiences that are part of your regular job description,
4. Experiences that are gained during your regular work hours.

The onsite supervisor must be a school administrator. Prior to the internship, the intern must get approval of the onsite supervisor from the EDLE Program Adviser.

The intern must participate in a minimum of 200 hours of leadership activities that are not a part of their regular responsibilities and roles. Activities should be designed to give interns a wide perspective of the roles and responsibilities in leadership. EDLE students should plan these activities with the onsite supervisor and seek approval from the EDLE Program Adviser.

A log of leadership activities must be completed and signed by the onsite supervisor. A template will be provided to the intern at the beginning of the internship. It is strongly recommended for the leadership intern to keep this log updated to avoid issues toward the end of the internship.

Interns will also complete a portfolio that reflects their mastery of the ELCC standards. With each standard, the EDLE student must include the benchmark assignment and reflection connected to the standard. The reflection should include internship experiences that support the standard. The completed portfolio should be submitted by the due date determined by the EDLE Program Adviser.

## **Responsibilities**

The Leadership Intern will:

1. Complete the required documents for the internships prior to the intended internship semester.
2. Identify a possible onsite supervisor and get approval from the EDLE Program Adviser.
3. Collaborate and design with the Onsite Supervisor an internship plan that includes possible activities and projects for the intern to complete.
4. Collaborate with the EDLE Program Adviser throughout the internship about concerns, updates, and clarifications.
5. Keep proper documentation and hours from the internship and submit by due dates.
6. Demonstrate professionalism throughout the internship and respect the parameters defined by the Onsite Supervisor.

The Onsite Supervisor will:

1. Provide leadership opportunities for the intern to experience over the internship period.
2. Provide guidance to the intern on the design and implementation of the intern goals and plan.
3. Contact the EDLE Program Adviser with questions, concerns, or comments concerning the intern or internship.
4. Sign the leadership log at the completion of the internship.
5. Complete the internship feedback at the end of the semester.

The EDLE Program Adviser will:

1. Provide assistance to the Intern and Onsite Supervisor throughout the internship.
2. Provide the necessary documents to the Intern (i.e. templates and syllabus).
3. Assess log and portfolio and provide feedback.
4. Consult with the Onsite Supervisor on internship effectiveness.

## EDLE 691 Internship Plan

The purpose of the internship is to provide a leadership experience to our EDLE students. You are to complete a minimum of 200 hours of leadership activities and should enter the activities in a leadership log. The log must be signed by the Onsite Supervisor prior to submitting to the EDLE Program Advisor. Your plan consists of several components:

### Part I – Diversity Activity

You are to participate in a leadership task that addresses a diversity area such as ethnicity, race, socio-economic status, gender, special education, or ELL population. The activity should be designed to assist in addressing the needs of one or more of these subgroup populations. In your reflection, you should describe the diversity issue of the group(s) you are worked with.

### Part II – ELCC Based Activities

In this section of the plan, you are to plan activities that address each of the following ELCC standards:

#### Standard 1 – Vision and Mission

*Activities that revolve around the organizational vision and mission (i.e. needs assessment, continuous improvement plan, and program evaluation).*

#### Standard 2 – Instructional Climate

*Activities that foster a learning community characterized by collaboration, high expectations, comprehensive curricular/instructional programs, and leadership development.*

#### Standard 3 – School/Organization Management

*Activities that demonstrate responsible management of operations and resources including efficient use, monitoring, and evaluating of systems.*

#### Standard 4 – School/Organization and Community Relations

*Activities that build and sustain school/organization relations with the community and stakeholders. This also includes ways to promote appreciation for diverse cultural, social, and intellectual resources.*

#### Standard 5 – Ethical Leadership

*Activities that analyze current school/organization policies and practices for equity and confidentiality.*

#### Standard 6 – Policies and Laws

*Activities that develop, revise, and review policies and practices to ensure they are aligned with federal, state, and local legislation and regulations.*

### Part III – Observation and Shadowing (maximum of 20 hours)

This component requires you to observe other school leaders in action. You should observe the leadership skills and strategies they used in during the period of observations. Your reflection should discuss your findings including concepts learned from coursework.

Complete the plan with your onsite supervisor and submit to the EDLE Program Advisor for review. Upon approval, the intern should incorporate the activities into the internship and write a reflection in the portfolio.

Complete (in detail) the following sections with your onsite supervisor. These components are required as part of your internship. Additional activities should be recorded on the Hours Log provided for this course.

**Part I – Diversity**

Task Description

Subgroup Populations

Targeted Outcome

Evaluation

**Part II – Standards**

Standard 1 – Vision and Mission

Standard 2 – Instructional Climate

Standard 3 – School/Organization Management

Standard 4 – School/Organization and Community Relations

Standard 5 – Ethical Leadership

Standard 6 – Policies and Laws

**Part III – Observation and Shadowing**

Proposed Activities

Targeted Outcome

I agree to incorporate the proposed activities into my internship. If I foresee issues with any part of the plan, I will notify the EDLE program advisory in advance.

\_\_\_\_\_  
EDLE Intern Student Signature and Printed Name

\_\_\_\_\_  
Date

The plan was developed in collaboration with the onsite supervisor. Should any concerns emerge during the internship, the onsite supervisor should contact the EDLE program advisor.

\_\_\_\_\_  
Onsite Supervisor Signature and Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
District/School

\_\_\_\_\_  
Contact Phone Number and Email Address

\_\_\_\_\_  
The plan is accepted as written.

\_\_\_\_\_  
EDLE Program Advisor Signature and Printed Name

\_\_\_\_\_  
Date

**Return this form to:** EDLE Internship Advisor  
Ferris State University  
School of Education, BIS 421  
1349 Cramer Circle  
Big Rapids, MI 49307  
Phone 231-5913511 Fax 231-591-2043