ELPS 606

INTERNSHIP PROCEDURES AND REQUIREMENTS

Introduction

ELPS 606

MATERIALS TO SUBMIT FOR CREDIT

You must submit the following items to the university supervisor in a portfolio on a flash drive or CD at the end of your internship. (The flash drive or CD will be retained by the program.) If the items are completed satisfactorily, you will receive credit for the internship experience.

_____ Intern district diversity statement (see page 6)

_____ Internship progress reports (one for each semester enrolled in ELPS 606) (see page 15)

_____ Your evaluation of the internship experience (see pages 16-18).

_____ Field supervisor's evaluation report of your internship performance. This report certifies that you completed the internship experience (see page 19-22).

_____ Your internship log.
This log should be updated on a weekly basis and detail the tasks you performed during the week. A suggested template can be found on the ELPS Forms page.
(https://www.unco.edu/cebs/leadership-policy-development-higher-education-p12-education/educational-leadership-policy-development/current-students/forms.aspx)

_____ A reflection of what you accomplished and learned for each standard.

_____ Your final internship report. The report must address the following items:

- _____ Internship objectives* achieved and what was learned as a result of your Involvement for each standard. Provide examples of why things went well.
- _____ Internship objective(s)* NOT achieved with a rationale for omission for each standard.
- _____ Internship objective(s)* achieved for each standard which were not part of your approved plan and what was learned as a result of your participation.
- _____ Statement of what you would do differently (with rationale) if you repeated the same internship experience.
- _____ Copies of products or artifacts produced through internship activities organized according to the seven standards.
- _____ A narrative evaluation of your field supervisor's internship supervisory performance. The major questions are: Should another intern be placed with this field supervisor? Why or why not?
- _____ Program Completer Survey (at the end of this document)

*Internship objectives are the activities completed to demonstrate experience with standard.

_____ _____
Name Date

_____ _____
Internship Site Field Supervisor's Name

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INTERN DATA SHEET

Directions: Please complete all entries given below.

Name: _____ Student Number: _____

Home mail1 0 0 1 116.3 636.95 Tm0 g0 G[(:)6(P)-32(l)22(e)6(a)-18(s)25(e)6(c)-21c eas1c eas1ce eas1cq0.0

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FIELD SUPERVISOR CERTIFICATION

An important part of study in Educational Leadership and Policy Studies at UNC is the opportunity for students to learn in field settings with an experienced administrator. We appreciate your willingness to work with an intern. Please respond to the questions below.

1. Name of school and district:

2. Title:

3. What type of license do you hold in Colorado?

4. How many years have you been a central office/district administrator?

5. What other administrative experience have you had, if any?

_____ _____

Field Supervisor Signature Date

Since students follow various timelines for their internships, due dates are not included in the table below. Consult with your university internship supervisor (i.e., your instructor) for the internship regarding due dates for each of these requirements.

This applies only to students who are completing the internship over the course of three semesters.

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4. Quality Standard IV:

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INTERNSHIP PROGRESS REPORT

Intern:_____ Field Supervisor:_____

Internship Site:_____ Date:_____

1. Update on

2. Points/issue discussed:

3. Area(s) of redirection or modifications of activities/objectives:

4. Impression of field supervisor's adequacy in providing a good internship experience:

5. Overall impression:

_____

Signature of University Supervisor

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EVALUATION OF INTERNSHIP BY INTERN

Field Supervisor's Name: _____ Internship Site: _____

Duration of Internship: From _____ To _____
Date Date

1.After completing the internship, please rate yourself on the performance standards listed below using the following scale:

0 = not experienced during internship
1 = need much more work
2 = need more work
3 = performance was adequate
4 = performance was strong

Knowledge of the following areas:

a. Systemic renewal strategies 0 1 2 3 4

b. Multiple models for school and district management 0 1 2 3 4

c. Dynamic political and policy movements in the state 0 1 2 3 4

d. Promising practices in the professional development of educational leaders 0 1 2 3 4

e. Leading research and writing on instructional strategies, student learning, assessment methodology and supervisory techniques 0 1 2 3 4

f. How to capitalize on opportunities presented by diverse stakeholders 0 1 2 3 4

Ability to:

g. Initiate and sustain significant change in the district directed toward predetermined goals, themes and needs 0 1 2 3 4

h. Create a community of learners who focus on student performance 0 1 2 3 4

i. Translate vision into program excellence 0 1 2 3 4

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INTERN PERFORMANCE EVALUATION BY FIELD SUPERVISOR

Directions: Please complete this form, discuss the evaluation with the intern, and send it directly to the intern supervisor at, Educational Leadership and Policy Studies, Room 418 McKee Hall, Campus Box 103, University of Northern Colorado, Greeley, CO 80639. If you feel comfortable sharing this evaluation directly with the intern, you can also have them upload to their portfolio. Thank you.

Intern's Name_____

Internship District_____

Duration of Internship: From _____ To _____
Date Date

1. Did the intern achieve his/her internship performance standards? Yes____ No_

   a. If you marked "No," which standards

4. At the completion of the internship, please rate the intern on the performance standards listed below using the following scale:

0 = not experienced during internship
1 = need much more work
2 = need more work
3 = performance was adequate
4 = performance was strong

m. Engage a diverse community in sustained efforts for school improvement in the entire district	0 1 2 3 4
n. Influence and provide a model for the larger system (i.e., the state or the nation)	0 1 2 3 4
o. Contribute to the development of the profession through mentoring, teaching, writing and other modalities	0 1 2 3 4
p. Contribute to the education community through service as a mentor, teacher, writer, researcher	0 1 2 3 4

8. In your opinion, what are two or three (or more) ideas for strengthening the administrative internship?

_____ _____

Signature of Field Supervisor Date

Survey of Educational Leadership Program Completers
Educational Leadership and Policy Studies Program
UNIVERSITY OF NORTHERN COLORADO

Please indicate your perception of how well the program supported your learning and/or prepared you to meet the following standards.

ELCC STANDARD					
[1] was not present	[2] was minimal	[3] was acceptable	[4] was strong	[5] was exceptional	
ELCC Standard 1.0: A district-level education leader applies knowledge that promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a shared district vision of learning through the collection and use of data to identify district goals, assess organizational effectiveness, and implement district plans to achieve district goals; promotion of continual and sustainable district improvement; and evaluation of district progress and revision of district plans supported by district stakeholders.					
1.1 Understand and can collaboratively develop, articulate, implement, and steward a shared district vision of learning for a school district.	[1]	[2]	[3]	[4]	[5]
1.2 Understand and can collect and use data to identify district goals, assess organizational effectiveness, and implement district plans to achieve district goals.	[1]	[2]	[3]	[4]	[5]

ELCC Standard 5.0: A district-level education leader applies knowledge that promotes the success of every student by acting with integrity, fairness, and in an ethical manner to ensure a dist
social success by modeling district principles of self-awareness, reflective practice, transparency, and ethical behavior as related to their roles within the district; safeguarding the values of democracy, equity, and diversity within the district; evaluating the potential moral and legal consequences of decision making in the district; and promoting social justice within the district to ensure individual student needs inform all aspects of schooling.

5.1 Understand and can act with integrity and fairness to ensure a district system of accountability for every student's academic and social success.

Please provide narrative feedback to the following questions about the Educational Leadership Program:

Please comment on the content of the courses taken in the Educational Leadership Program.

Please comment on the instructional strategies used in the Educational Leadership Program.

Please provide feedback on the internship component of the Educational Leadership Program.

To what degree to you feel the ELPS program prepared you for assuming a K-12 administrative position?