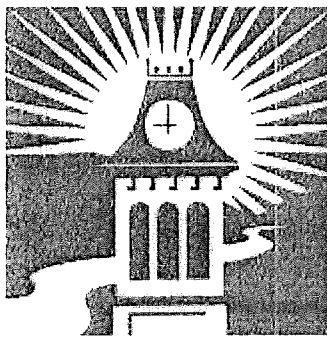


**California University of Pennsylvania  
Administrative Program for Principals**



**2009  
Internship Handbook**



## INTERNSHIP HANDBOOK

### Table of Contents

The items included in this hand book and the description of there purpose are as follows:

- The Administrative Internship (Pages 3-4): This document outlines the expectations of the internship including the course time frame, hours needed at each internship sight, the evaluations required and the expected task areas.
- The Candidate Letter (Page 5): This letter outlines the steps in establishing the internship and the forms required including the due dates.
- Student Agreement (Page 6): This is a pre-internship required document. Students agree to abide by the university requirements of the internship. These forms are due to our office by **March 6, 2009**.
- Course Syllabus (Pages 8-9): This is the official university course syllabus for ADP 670 the internship.
- Internship Application Form Site 1 and Site 2 (Pages 10 & 11). This is a pre-internship required form. It provides specific information on the selected internship sites. It requires the mentor's signature. These forms are due to our office by **March 6, 2009**.
- Internship Experience Daily Log (Pages 12): This form is required for completion of the internship. The signed original forms should be submitted at the completion of the program in the course shell drop box. The total hours should meet the internship hour requirements.
- Internship Experience Verification Form Site 1 and Site 2 (Pages 13 & 14): These are the forms that officially document the hours of internship. The original of these forms are submitted at the **conclusion of the internship**. Each mentoring principal should complete a form to document the hours they have mentored during the internship. Interns should keep a copy of this form and submit the original to our office at the end of the internship. A final grade will not be given without this form.
- Internship Evaluation Form Site 1 and Site 2 (Page 14-15): This form is required at the **conclusion of the internship**. Each mentoring principal should complete an evaluation. Interns should keep a copy of this form and submit the original to our office at the end of the internship.
- Contact Information, Cal U Email and eCollege Instructions (Page 17): Included are the directions for access the Cal U email and eCollege course shell. Students will need to access these sites for communication during their internship.
- Internship Checklist (Page 18)



**CALIFORNIA UNIVERSITY OF PA  
ADMINISTRATIVE PROGRAMS FOR PRINCIPALS  
THE ADMINISTRATIVE INTERNSHIP**

**Internships:** The Supervised Internship (ADP 670) is a collaborative experience that integrates our students into the local school setting. This program is offered only during the summer session for students in order to provide flexibility in assignment. The graduate student is to work with two separate principal practitioners in a K-12 public school setting (i.e., not private, parochial, charter, cyber, or vocational) for a period of six consecutive weeks with the expectation of five days per week on site. To provide a full K-12 experience, students must make their assignments to a variety of educational levels during the internship with **two separate principals**. Each placement is made in cooperation with program faculty, the participating school district, and the student.

The internship involves field placement with a carefully chosen and trained principal/mentor (field supervisor) who shares the ADP program philosophy that the principal should function as a change agent and facilitator of the reform process as well as a strong instructional leader. The intern is both a participant and observer under the direction of the principal who should provide the intern with as many supervisory and administrative experiences as possible. The intern gains valuable work-related experience and is given the opportunity to learn how academic knowledge and skills can be applied at the worksite with real people, problems and events.

Interns are expected to do administrative work and activities that reflect the entire scope of leadership under the direction of a practicing, certified principal in the following task areas:

**Area 1: Strategic Leadership**

- Professional and Ethical Leadership
- Information Management and Evaluation

**Area 2: Instructional Leadership**

- Curriculum, Instruction, Supervision and the Learning Environment
- Professional Development
- Student Personnel Services

**Area 3: Organizational Leadership**

- Organizational Management
- Interpersonal Relationships
- Financial Management and Resource Allocation
- Technology and Information Systems

**Area 4: Political and Community Leadership**

- Public Relations
- Educational Law, Public Policy and Political Systems

Specific examples of tasks in these areas that will be performed will include:

- Program development (curriculum, instructional leadership)
- Personnel (evaluation, advising, conferencing, recruiting)
- School management (weekly calendar, office budget, correspondence, memos, etc.)
- Student activities (meetings, supervision, planning)
- District office (meetings, task forces, reports, etc.)
- Community (PTA, advisory groups, parent conferences)
- Planning (annual, strategic, long-range)
- Professional development (reading, conferences, workshops, etc.)
- Student behavior (discipline, attendance, meetings)

### Internship requirements:

- The perspective intern must identify proper local sites for the internship and obtain written support from the principals that will be serving as a mentor. For interns possessing a secondary teaching certificate, proper sites will be schools that provide 160 hours (4 weeks) of experience at the secondary level and 80 hours (2 weeks) of experience at the elementary level. For interns possessing an elementary teaching certificate, proper sites will be schools that provide 160 hours of experience at the elementary level and 80 hours at the secondary level. The commitment letter of support should include the dates of the internship, contact information for the principals including email address, and a willingness to provide the needed support.
- Participation is six weeks, five days per week, full school day internship. Some evenings may be scheduled depending on activities. The experience **starts June 29, 2009 and continues on through August 7, 2009**. (Dates are determined by the university calendar.)
- No student may begin an internship before the start of the session (June 29, 2009) and until they have been properly registered and approved by program faculty.
- No internship may go beyond the August 7, 2009 end date.
- The intern must keep a daily log of administrative activities and observations keyed to program competencies.
- The intern must submit their Live Text Portfolio for review by the university supervisor by the third week of the internship.
- The intern must submit the following documents **via the eCollege course shell** during the internship:
  - Daily logs
  - A statement of educational leadership philosophy
  - Weekly reflections describing the experience
- Provide an original of each of the following items at the end of your internship experience to the address shown on page 17 of the internship handbook:
  - Internship Evaluation Form for each site (must be original – keep copies for your
  - Internship Experience Verification Form for each site signed by principal detailing hours and satisfactory completion of the internship (must be original – keep copies for your records)
- The university supervisor will maintain regular contact with the principal during the course of the internship to discuss the intern's progress. The university supervisor will discuss field-based activities and tasks with both the intern and principal, progress on the intern's leadership documents, and other matters pertaining to the intern's professional development.



**California University of Pennsylvania**  
**Department of Educational Administration and Leadership**  
**Regional Enterprise Tower**  
**425 Sixth Avenue, Suite 430**  
**Pittsburgh, PA 15219**  
**412-467-3038**

Dear Internship Candidate,

Congratulations on reaching this important point in your program. Now is the time you will take the learning that has occurred in the classroom and apply it to the school setting. This packet is designed to get you started.

The first step in the process is to determine the two sites you will use for your internship. The sites selected must meet the hour requirements outlined in the syllabus. We recommend that you seek a site outside of your district for at least a portion of your time. This will provide you a varied experience; however students are permitted to serve their internship in their home district.

Included are the following items with time deadlines:

- The course syllabus: This document formally outlines the expectations for the course. Read this document carefully.
- The Administrative Internship: The goal of this document is to outline the activities and accountability of the internship. This is the "what" of the internship.
- Internship Application Form: This form must be completed and returned to our office by **March 6, 2009**.
- Student Agreement Form: This form must be completed and returned to our office by **March 6, 2009**

**The Internship Application and Student Agreement Forms are due by March 6, 2009.** You will not be permitted to register for the Internship until these forms are submitted.

I know you will have an exciting and meaningful learning experience. If you have any questions, please email me at [lordon@cup.edu](mailto:lordon@cup.edu).

Sincerely,

J. Kevin Lordon  
Assistant Professor  
Administrative Program for Principals  
Internship Director



**Academic Internships - California University of PA  
Administration Program for Principals  
Student Agreement**

As an enrolled student at California University of PA, I agree to the following stipulations regarding academic credit-bearing internships:

1. It is my responsibility to locate internship opportunities in two separate K-12 public school districts (i.e., not private, parochial, charter, or vocational) and obtain placement that meets the elementary/secondary requirement elements.
2. It is my responsibility to file all required paperwork as required by the university and my department in order to schedule the appropriate credit for my internship. I will adhere to all posted deadlines.
3. Approval of the internship for academic credit is contingent on the approval of the department.
4. I understand that I must meet all of the department academic requirements to participate in the internship.
5. Because academic internships are designed for students in their declared major, I will meet all department prerequisites prior to the internship semester.
6. I will obtain all the documentation that may be required by my department and/or site to participate in an internship. This may include criminal background check, professional liability insurance, first aid certification, etc.
7. I understand that my acceptance in the internship placement may be contingent on my ability to meet site selection criteria such as interview, pre-employment testing, background check, and substance screening.
8. I will pay the tuition fee (based on the number of credits) and all associated fees for the internship.
9. I will submit all reports and communicate with my faculty instructor according to the prearranged schedule as outlined in the syllabus. I will inform my faculty instructor of any changes to my internship job description and work schedule. Additionally, I will report any significant problems that I may encounter at the internship site.
10. I understand that the 240 internship hours will take place during the period of June 29, 2009 until August 7, 2009 in the summer term.
11. I understand that my site supervisor will have the primary responsibility for determining the daily tasks and assignments associated with my internship.
12. I will adhere to the accepted standards of behavior at the internship site. These may include but are not limited to: attendance, punctuality, workplace ethics, professional decorum, dress codes, confidentiality, sexual harassment, proprietary information and others. I will consult with my on-site supervisor about these issues.
13. I understand that this is not a contract and that the university reserves the right to unilaterally modify its academic programs.
14. I understand that failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade F. Further, I understand that attendance is mandatory as identified on the Information Sheet.

I further agree that I will:

- Avoid becoming involved in ideological disputes.
- Maintain the confidentiality of records and internal matters at all times.
- Not be in possession of or use any item which is considered a controlled substance (except under the direction of a physician), alcohol or firearm while on school or university property during my internship.
- Always dress professionally for the internship.

**I HAVE READ THIS AGREEMENT AND AGREE TO AND WILL ABIDE BY THE NATURE, SCOPE AND POLICIES OF THE INTERNSHIP PROGRAM.**

Eric Rozanski  
Student Signature

2-17-09  
Date

Print Name: Eric Rozanski



**Administration Program for Principals  
California University of Pennsylvania  
ADP 670 Course Syllabus**

**Course:** Internship  
**Number:** ADP 670  
**Credits:** 3  
**Purpose:**

The internship is designed to be a theory into practice experience where formal coursework is applied in a field setting. It provides significant opportunities in the workplace to synthesize and apply the knowledge and to practice and develop skills identified in the program competency areas.

Internships with two trained mentors at diverse settings other than where a student works or lives are an important and highly valued part of the program. Each placement will be made in cooperation with the APP faculty, the participating school district, and the intern.

The internship involves field placement with a carefully chosen and trained principal/mentor (field supervisor) in a K-12 public school, who shares the APP program philosophy that the principal should function as a change agent and facilitator of the reform process as well as a strong instructional leader. The intern is both a participant and observer under the direction of the principal who should provide the intern with as many supervisory and administrative experiences as possible. The intern gains valuable work-related experience and is given the opportunity to learn how academic knowledge and skills can be applied at the worksite with real people, problems and events.

**Recommended Textbook:**

Brown, G. and Irby, B. (1997). *The Principal Portfolio*. California: Corwin Press, Inc.

**Competencies:**

- ◆ Interns are expected to do administrative work and activities that reflect the entire scope of leadership under the direction of a practicing, certified principal in the following task areas:
- ◆ Program development (curriculum, instructional leadership)
- ◆ Personnel (evaluation, advising, conferencing, recruiting)
- ◆ School management (weekly calendar, office budget, correspondence, memos, etc.)
- ◆ Student activities (meetings, supervision, planning)
- ◆ District office (meetings, task forces, reports, etc.)
- ◆ Community (PTA, advisory groups, parent conferences)
- ◆ Planning (annual, strategic, long-range)
- ◆ Professional development (reading, conferences, workshops, etc.)
- ◆ Student behavior (discipline, attendance, meetings)

**The ELCC Standards:**

Standard 1 – Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school community.

Standard 2 – Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.

Standard 3 – Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by managing the organization, operation, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.

Standard 4 – Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.

Standard 5: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by acting with integrity, fairly, and in an ethical manner.

Standard 6: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

**Evaluation:** **Please read this section carefully.** In order to receive a passing grade for the course, students will be expected to:

1. Complete all course requirements satisfactorily within the specified time.
2. Attend a preliminary interview with the principal(s) at the school district(s) where you will be working.
3. Sign and return student agreement by March 6, 2009.
4. Submit the daily logs - The Internship Experiences Daily Log sheets must be submitted in the appropriate area of the course shell.
5. Attend and participate fully in all internship activities and projects as assigned by the principal and faculty supervisor. Participation in a six week, five days per week, full school day internship is required. Some evenings may be scheduled depending on activities.
6. Participate in activities at all levels of administration (K-12).
7. Maintain confidentiality of records and internal matters at all times.
8. Avoid becoming involved in ideological disputes. The intern's role is participant-observer.
9. Dress professionally.
10. Successfully complete all written assignments. Written assignments must be typed and completed on or before the due date. The quality of your written communication is important. Written assignments will be submitted in the appropriate area of the course shell.
11. Complete your **Live Text Portfolio** and submit it to your university supervisor for review by the third week of the internship.
12. Provide the following documents **in the course shell** at the conclusion of the internship.
  - A. Statement of educational leadership philosophy
  - B. Weekly reflections describing the experience
  - C. Daily Logs
13. Provide each of the following items at the end of your internship experience to the address shown on page 17 of the internship handbook:
  - A. Student Evaluation Form (**must be original** – keep copies for your records)
  - B. Internship Experience Verification Forms signed by principals detailing hours and satisfactory completion of the internship (**must be original** – keep copies for your records)



**Assignments:** The intern must keep a daily log of administrative activities and observations keyed to program competencies. The university supervisor will maintain regular contact with the principal during the course of the internship to discuss the intern's progress. Through discussion online or by telephone, the university supervisor will discuss field-based activities and tasks with both the intern and principal, progress on the intern's leadership portfolio, and other matters pertaining to the intern's professional development...

At the conclusion of the internship, students are provided an opportunity to evaluate their internship experience through a university-designed instrument.

## STUDENTS WITH DISABILITIES

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.

### Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to OSD. Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner. The OSD is located in the Keystone Education Building – Room 112 and the phone number is (724) 938-5781.

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- Weller, D.L. (1999) Quality Middle School Leadership. Scarecrow Press, Inc.: Lanham, MD.



**Internship Application Form Site 1**  
**California University of Pennsylvania**  
**Department of Educational Administration and Leadership**  
**Complete one form for each internship site**

<b>STUDENT INFORMATION (Please type or print)</b>		Today's Date: 2/17/09	
Name: Eric Rozanski		Student CWID# or SS#: 196-68-0105	
Home Address: 110 Terrace St.			
State: Pennsylvania		City: Warren	Zip: 16365
Birthdate: 11/22/1983		County: Warren County	
Home Phone: (814) 657-4915			
Cell Phone: (814) 657-4915			
Work Phone: (814) 489-7851			
Citizenship: U.S. Citizen		Student Visa & Type:	
University E-mail: R026346@cup.edu		Alt Email: rozanski-7@hotmail.com	
Teaching Certificate/Level: (Elem) Secondary K-12		Presently Teaches at: (Elem) Secondary K-12	

<b>INTERNSHIP SITE INFORMATION – Please Type or Print – Complete all Lines</b>	
<b>Site 1 Information</b>	
Mentor's Name:	
School District:	
School Name:	
Address:	
City:	
State:	Zip:
School Phone:	School Level: Elementary Secondary
Mentor Email:	
Hours at this Site (circle one): 160 80	Dates at this site: From: To:

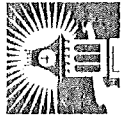
<b>SIGNATURE:</b>	
Student Signature: Eric Rozanski	Date: 2/17/09
My signature below confirms my commitment to provide a summer internship experience for the above student. It is my understanding that the goal of the program is to provide a diverse experience for the student in the areas of school administration. The expectation is for me to involve said student in as many activities as possible and to support the verification of the internship hours by signing an Internship Experience Verification Form at the conclusion of the internship. I will also provide the student with a signed evaluation of their internship and a letter of recommendation.	
Mentor Signature:	Date:



Internship Application Form Site 2  
California University of Pennsylvania  
Department of Educational Administration and Leadership  
Complete one form for each internship site

<b>STUDENT INFORMATION (Please type or print)</b>		Today's Date: 2/17/09	
Name: Eric Rozanski		Student CWID# or SS#:	
Home Address: 110 Terrace St.			
State: Pennsylvania		City: Warren	Zip: 16365
Birthdate: 11/22/1983		County: Warren County	
Home Phone: (814) 657-4915			
Cell Phone: (814) 657-4915			
Work Phone: (814) 489-7851			
Citizenship: U.S. citizen		Student Visa & Type:	
University E-mail: R026346@cup.edu		Alt Email: rozanski-7@hotmail.com	
Teaching Certificate/Level: (Elem) Secondary K-12		Presently Teaches at: (Elem) Secondary K-12	

<b>INTERNSHIP SITE INFORMATION – Please Type or Print – Complete all Lines</b>			
<b>Site 1 Information</b>			
Mentor's Name:			
School District:			
School Name:			
School Address:			
City:			
State:		Zip:	
School Phone:		School Level: Elementary Secondary	
Mentor Email:			
Hours at this Site (circle one): 160 80		Dates at this Site: From: To:	
<b>SIGNATURES:</b>			
Student Signature: Eric Rozanski		Date: 2/17/09	
My signature below confirms my commitment to provide a summer internship experience for the above student. It is my understanding that the goal of the program is to provide a diverse experience for the student in the areas of school administration. The expectation is for me to involve said student in as many activities as possible and to support the verification of the internship hours by signing an Internship Experience Verification Form at the conclusion of the internship. I will also provide the student with a signed evaluation of their internship and a letter of recommendation.			
Mentor Signature:		Date:	



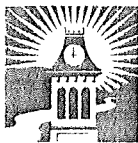
California University of Pennsylvania  
Administrative Program for Principals  
Daily Log

The Daily Log form will be utilized throughout the internship experience. Each day document your experiences by completing the following chart. For each experience identify whether you observed, participated, or were responsible for the activity. Also, identify the leadership standard(s) that are addressed with your experiences for that day. The leadership standards are posted in the Internship shell.

Student Intern: \_\_\_\_\_ Today's Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Total Hours for the Day \_\_\_\_\_

Experiences 1. List the Activities that you engaged in today. 2. Describe each activity/task	Hours	Responsible (R) Participated (P) Observed (O)	Leadership Standard Identify the Leadership Standard(s) that are addressed with your experiences.



CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Internship Experience Verification Form

Summer 2009

Site 1

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student ID #

Name of Internship School \_\_\_\_\_

Internship School Level (elementary/secondary) \_\_\_\_\_

Dates in Field \_\_\_\_\_  
From To

Total Hours at this school: \_\_\_\_\_

My signature below certifies that the above student internship school information, hours and dates are correct.

\_\_\_\_\_  
Mentor Principal's Name (Print)

\_\_\_\_\_  
Mentor Principal's Signature

Date: \_\_\_\_\_

The **original** of this form is submitted to the Department of Educational Administration and Leadership at the end of the internship.



CALIFORNIA UNIVERSITY OF PENNSYLVANIA  
Internship Experience Verification Form  
Summer 2009  
Site 2

\_\_\_\_\_  
Name of Student

Name of Internship School \_\_\_\_\_

Internship School Level (elementary/secondary) \_\_\_\_\_

Dates in Field \_\_\_\_\_  
From To

Total Hours at this school: \_\_\_\_\_

My signature below certifies that the above student internship school information, hours and dates are correct.

\_\_\_\_\_  
Mentor Principal's Name (Print)

\_\_\_\_\_  
Mentor Principal's Signature

Date: \_\_\_\_\_

The **original** of this form is submitted to the Department of Educational Administration and Leadership at the end of the internship.



**California University of Pennsylvania  
Administrative Program for Principals  
Internship Evaluation**

Principal Intern \_\_\_\_\_ Student ID# \_\_\_\_\_

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

Please indicate the most appropriate choice for your school:

Elementary/Middle/High School

Suburban/Urban/Rural

**Evaluation Rubric**

- 3 Exemplary**  
Principal candidate has consistently exceeded the expectations for the standard; consistent superior performance; needs little support for guidance
- 2 Superior**  
Principal candidate consistently meets expectations for the standard; occasional support for guidance
- 1 Satisfactory**  
Principal candidate meets basic expectations for the standard; some support for guidance needed
- 0 Unsatisfactory**  
Principal candidate needs further development; does not meet the minimal expectations for the standard

**Please use the chart to evaluate the intern's performance. Use the scoring rubric as it relates to each leadership standard. All forms should be returned to the university supervisor.**

<b>Principal Candidate:</b>						<b>Comments</b>
Can develop, articulate, implement, and steward a school vision of learning supported by a school community.(ELCC 1)	3	2	1	0	Unable to Observe	
Promotes a positive school culture (ELCC 2.1)	3	2	1	0	Unable to Observe	
Can provide an effective instructional program (ELCC 2.2)	3	2	1	0	Unable to Observe	
Applies best practice to student learning (ELCC 2.3)	3	2	1	0	Unable to Observe	
Designs comprehensive professional growth plans for staff (ELCC 2.4)	3	2	1	0	Unable to Observe	
Can manage the organization, operation, and resources of the school (ELCC 3)	3	2	1	0	Unable to Observe	
Can collaborate effectively with families and other community members (ELCC 4.1)	3	2	1	0	Unable to Observe	
Can respond effectively to community interests and needs (ELCC 4.2)	3	2	1	0	Unable to Observe	
Can mobilize community resources (ELCC 4.3)	3	2	1	0	Unable to Observe	
Acts with integrity by respecting rights of others with regard to confidentiality and dignity; engages in honest interactions (ELCC 5.1)	3	2	1	0	Unable to Observe	
Acts fairly (ELCC 5.2)	3	2	1	0	Unable to Observe	
Acts ethically (ELCC 5.3)	3	2	1	0	Unable to Observe	
Understands the larger political, social, economical, and cultural context (ELCC 6.1)	3	2	1	0	Unable to Observe	
Responds to the larger political, social, economical, and cultural context (ELCC 6.2)	3	2	1	0	Unable to Observe	
Influences the larger political, social, economical, and cultural context (ELCC 6.3)	3	2	1	0	Unable to Observe	

Please rate the principal candidate's performance on the following individual characteristics and dispositions:

Punctuality	3	2	1	0	Unable to Observe	
Attendance	3	2	1	0	Unable to Observe	
Appropriate Attire	3	2	1	0	Unable to Observe	
Cooperation	3	2	1	0	Unable to Observe	
Community involvement	3	2	1	0	Unable to Observe	
Ability to organize and perform assignments	3	2	1	0	Unable to Observe	
Problem analysis	3	2	1	0	Unable to Observe	
Decisiveness	3	2	1	0	Unable to Observe	
Ability to use supervision (seek and use help, accept criticism)	3	2	1	0	Unable to Observe	
Personal motivation	3	2	1	0	Unable to Observe	
Judgment	3	2	1	0	Unable to Observe	
Ability to utilize technology for various purposes	3	2	1	0	Unable to Observe	
Written Communication	3	2	1	0	Unable to Observe	
Oral communication	3	2	1	0	Unable to Observe	
Sensitivity	3	2	1	0	Unable to Observe	
Ability to Relate to Certified Personnel	3	2	1	0	Unable to Observe	
Ability to Relate to Students	3	2	1	0	Unable to Observe	
Educational Values	3	2	1	0	Unable to Observe	
Range of Interests	3	2	1	0	Unable to Observe	
Overall Performance	3	2	1	0	Unable to Observe	

In your opinion, what are the candidate's greatest strengths?

In what ways could the candidate improve?

Mentor's Signature \_\_\_\_\_



## Cal U Email and eCollege

### Access Instructions

#### Cal U Email

It is mandatory for students to use their Cal U Student email address while attending Cal U. If you do not already know your email address, you can find it by going to Cal U's Home page, [www.cup.edu](http://www.cup.edu) and selecting the Quick Links option. From the list displayed, select "Get your campus network username" and complete the fields on the following page. The system will display your username and your initial password. Your email address is your username followed by @cup.edu. For example if your username is smi1234 your email address would be [smi1234@cup.edu](mailto:smi1234@cup.edu).

#### eCollege Website

All internship courses will be accessed via eCollege which allows you to login to California University of Pennsylvania on-line courses. An on-line account has been created for you. To access your account, go to the following web address: <http://www.caluglobalonline.net/>. This takes you to Cal U's eCollege Website. Next enter your login and password. Your login will be cup then your email address (ex: cupxxx0000 - do not include the @cup.edu). Your password will be two digits of your birthday (month/day/year; ex: 020297). Click on courses to access the courses you are enrolled. You will not be able to access the site until a few days before the actual semester start date. If you encounter problems, the Helpdesk can be reached at **1-866-313-3164**. Please change your password under "My Profiles" as soon as possible after you log in for security reasons.

**Principal's Program Mailing Address: Submit all required documents to the address below:**

California University of PA  
Department of Educational Administration  
And Leadership - Internship  
Regional Enterprise Tower  
425 Sixth Avenue, Suite 430  
Pittsburgh, PA 15219

Telephone: 412-467-3038

**Department of Educational Administration and Leadership  
Internship Checklist**

**This checklist is for your personal use – it does not have to be submitted to the department.**

**Before Internship begins:**

- ☐ I have read and understood the course syllabus
- ☐ I have submitted my original Internship Application by March 6, 2009
- ☐ I have submitted my original Student Agreement by March 6, 2009
- ☐ I have submitted my add/drop registration form by March 6, 2009

**At the conclusion of the Internship:**

- ☐ I have updated my LiveText portfolio of my program experience for my records
- ☐ I have submitted copies of the materials listed below to the appropriate area of the eCollege Course shell:
  - A statement of educational leadership philosophy
  - Two sample works of completed project during internship
  - Reflection page describing the experience
  - Daily Logs
- ☐ At the conclusion of the Internship, I have submitted the materials listed below to the Department of Educational Administration and Leadership:
  - Internship Evaluation Form for each site (**must be original** – keep copies for your records)
  - Internship Experience Verification Form for each site signed by principal detailing hours and satisfactory completion of the internship (**must be original** – keep copies for your records)

**Principal's Program Mailing Address: Submit internship site applications and student agreement documents to the address below:**

California University of PA  
Department of Educational Administration  
And Leadership - Internship  
Regional Enterprise Tower  
425 Sixth Avenue, Suite 430  
Pittsburgh, PA 15219

Telephone: 412-467-3038