

GANNON

UNIVERSITY
Erie, Pennsylvania

Programs in Educational Leadership

APPLICATION FOR PERMISSION TO REGISTER FOR A GRADUATE INTERNSHIP Principal K-12 Certification Program

This is the official application for requesting authorization to register for a Gannon University approved internship in the Education Leadership Program. After the student receives a copy of this application showing the internship has been approved, the STUDENT must pay all University fees and contact the Scheduling Office to complete registration for the internship. Submission of this form will not register a student for the internship.
REGISTRATION MUST BE COMPLETED PRIOR TO THE PROJECTED DATE OF THE INTERNSHIP.

A description of the professional internship action plan that the applicant is to undertake must be attached before submitting this form for approval.

I. Educational Data

Name: SMITH GLENN E Student Identification Number: 184-68-8897
Last First M.I.

Address During Internship:

104 N. LAUREL ST. WARREN PA 16365
Street City State Zip

Home Address (if other than above):

Street City State Zip

Home Phone: (814) 688-1931

Email Address: glenn.smith@wcscdpa.org

Program Major: Principal Certification

Anticipated Program Completion Date: 08/15/10

II. Internship Data

() Fall Semester

() Spring Semester

(☒) Summer Semester

Course Number: GEDU 728 Course Section Number: _____ Course Title: Principal Internship Number of Credits: 03

Proposed Site Supervisor/Title: _____

Internship Site: _____

Phone Number: () _____

Address: _____
Street City State Zip

Internship Period: Starts: ____/____/____ Ends: ____/____/____

Number of Weeks: _____ Daily: from _____ (am/pm) to _____ (am/pm)

III. Internship Approval (The following signatures must be obtained in sequence)

Student's Signature: [Signature]

Date: 04/09/10

Site Supervisor's Signature: [Signature]

Date: _____

Superintendent's Signature: [Signature]

Date: 4-13-10

(It is up to the student to determine if the internship must also be approved by the Board of Education)

Director's Signature: [Signature]

Date: 4-16-10

(Gannon University, Programs in Educational Leadership)

TO: Supervisor of Administrative Intern

FR: Kathleen Kingston, Ed.D.
Director of Graduate Programs
Associate Director of the School of Education
(814) 871-5626
Kingston002@gannon.edu

The Principal Certification Internship is structured to provide the opportunity for practical experience and job embedded application of knowledge, competencies, and dispositions developed in the administrative program at Gannon University. The internship is done under the supervision of a faculty member in the educational leadership program and the public or private school administrator identified as the site mentor.

The program for each intern is based on a standards based leadership action plan. The internship should be designed to be of value to the school district, the candidate and Gannon University.

The following outline of major administrative responsibilities should be of assistance in aiding administrators and interns in evaluating the candidate's competence during the internship:

I. Leadership Skill Dimensions

- Problem solving-data collection and analysis
- Judgment—critical evaluation and decision making
- Organizational ability—planning and scheduling personnel and resources
- Decisiveness—acting when a decision is needed
- Leadership—inspiring and guiding others to act
- Sensitivity—awareness of other's needs
- Personal motivation—task and goal orientation
- Stress tolerance—performing under pressure
- Openness to change
- Professional oral communication
- Professional written communication

II. Standards (see attached)

III. Specific skills

Supervision and evaluation of instruction
Instructional leadership
Program development
Personnel administration
Legal elements of school operations
Financial aspects of school operations
Group dynamics, team building, and human relations
Plant management and operations
Curriculum K-12
Special populations
Professionalism/Ethical behavior
School board relations
School and community relations

In addition to meeting standards and having a broad range of experiences, it is suggested that a special project be identified by the site mentor and the intern. This project should help the school or district achieve a goal or initiative and help implement change and continuous improvement. The experience of following an initiative from start to finish is a very valuable learning experience.

It is certainly understood that time factors and individual building and district circumstances may prevent this from being possible,

Evaluation and Assessment of Competencies

A joint conference involving the site mentor, University supervisor, and the intern should be held to discuss the candidate's competencies using the leadership skill dimensions, specific skill areas, and PDE leadership standards. The evaluation form should be completed at this time. The candidate will be graded by the University supervisor in collaboration with the site mentor.

Documentation of Candidate Learning:

1. Candidates are required to submit a log of their internship activities. The log should reflect the areas indicated in the action plan.
2. Candidates are required to submit a summary of the internship experience and project. The paper should explain why the particular project was chosen, what was expected to be accomplished, and obstacles overcome both anticipated and unanticipated.
3. The portfolio should include a self-evaluation reflection that focuses on the professional experiences in the internship.