

WARREN COUNTY SCHOOL DISTRICT
Application for Practicums and/or Internships

This application should be completed by the requester and will be kept on file in the Office of Human Resources.

Date: 12/22/10

Name: Leslie Collopy

Address: 430 Conewango Ave.
Warren, PA 16365

Circle One: Practicum

Internship

College/University: Edinboro University

Program: Educational Leadership

Program Supervisor: Dr. Vetere

Address: 320 Butterfield Hall
Edinboro University
Edinboro, PA 16444

Telephone: (814) 732-2260

Number of Hours Needed: 180

Beginning Date: January 17, 2011 Ending Date: May 6, 2011

Brief Explanation of Expectations from the Warren County School District:

Assignment of a mentor - Principal

If not employed by the Warren County School District, please attach copies of your current (less than one year old) Act 34, PA Child Abuse History Clearance, FBI Clearance and TB test results.

Please attach the criteria and guidelines from the college/university and return this form to the Office of Human Resources. Thank you!

**Programs in Educational Leadership
Proposed Internship Activities Plan**

Student Name: Leslie Collopy

Student ID: @00074073

PLEASE CHECK THE APPROPRIATE SEMESTER FOR YOUR INTERNSHIP AND INDICATE THE YEAR IN WHICH IT WILL BE COMPLETED

_____ *Fall* _____ (year) due July 1
X *Spring* 2011 (year) due November 1
_____ *Summer* _____ (year) due March 1

Please keyboard in all information and make sure your name and student ID are on each page.

Put in an **X** in the first column to indicate which course you intend to enroll.

X	SCHA 789 – Elementary Principal Internship	*minimum 180 hours
	SCHA 794 – Secondary Principal Internship	*minimum 180 hours
	SCHA 792 – Supervisory Internship	*minimum 300 hours
	SCHA 799 – Superintendent Internship	*minimum 180 hours

*Minimum of 180 hours must be completed while the school is in session.

The Educational Leadership Constituent Council (ELCC) and the Pennsylvania Department of Education (PDE) have developed standards and guidelines for educational leadership programs (both sets of standards reflect closely the ISLLC Standards for School Leaders). *As an educational leadership intern, you are expected to participate in a wide variety of activities (which will be recorded in the internship log) based on these standards and conduct a focus project on student achievement* (utilizing the *Getting Results!* Framework, student assessment data, multiple measures of data, and the PDE web-based tools, such as PVAAS, eMetric, Grow Network, etc.).

Please propose a representative sampling of internship activities which reflect the following standards (it is understood that the intern, mentor principal/supervisor/superintendent, and the University supervisor will collaboratively review and revise if necessary at the first on-site internship meeting).

**PA Leadership Standards (formerly known as the PIL Standards)
Core Standards**

- I. Knowledge and skills to think and plan strategically creating an organizational vision around personalized student success.
- II. An understanding of standards-based systems theory and design and the ability to transfer that knowledge to the leader's job as an architect of standards based reform in the school.
- III. The ability to access and use appropriate data to inform decision-making at all levels of the system.

Proposed Activities:

Please propose a **representative sampling** of internship activities which reflect the following standards (it is understood that the intern, mentor principal/supervisor/superintendent, and the University supervisor will collaboratively review, and revise if necessary, at the first on-site internship meeting).

PA Leadership Standards (formerly known as the PIL Standards)
Corollary Standards

- I. Creating a culture of teaching and learning with an emphasis on learning.
- II. Managing resources for effective results.
- III. Collaborating, communicating, engaging and empowering others inside and outside the organization to pursue excellence in learning.
- IV. Operating in a fair and equitable manner with personal and professional integrity.
- V. Advocating for children and public education in the larger political, social, economic, legal and cultural context.
- VI. Supporting professional growth of self and others through practice and inquiry.

Proposed Activities:

- 1. Participate in Staffing
 - Address teacher assignments and scheduling for SY 11-12
 - Insist on high expectations and equal access for **all** students so that each child has appropriate time and support necessary for maximum achievement
- 2. Assist in developing budget for SY 11-12
 - Demonstrate that spending decisions are aligned with the vision, mission and goals of the strategic plan
- 3. Facilitate Kindergarten and First Grade Report Card Review
 - Create a learning community to review current K-1 report card
 - Collaborate and share research findings with teachers in order to help them understand the connection to student learning and effective instructional practices
- 4. Implement School Wide Positive Behavior Supports at SSELc
 - Foster a school environment where teachers, students, parents and community members feel physically and psychologically safe, and expectations for student behavior are clearly communicated and regularly reinforced
 - Create school wide support system and utilize staff to maximize student learning
 - Design learning experiences and opportunities for family involvement
 - Identify key stakeholders and understand how each is important to achieving the vision of the school community and benefiting student progress
 - Insist on high expectations for **all** students by building the capacity for each child via the appropriate time and support
- 5. Contribute to Observation and Evaluation Process
 - Provide examples of clear, concise communication
 - Model high ethical standards in all decision-making processes, and follow through on commitments to words, values, beliefs, and organizational mission

Please propose a **representative sampling** of internship activities which reflect the following standards (it is understood that the intern, mentor principal/supervisor/superintendent, and the University supervisor will collaboratively review and revise if necessary at the first on-site internship meeting).

PA Leadership Standards (formerly known as the PIL Standards)
Core Standards

- I. Knowledge and skills to think and plan strategically creating an organizational vision around personalized student success.
- II. An understanding of standards-based systems theory and design and the ability to transfer that knowledge to the leader's job as an architect of standards based reform in the school.
- III. The ability to access and use appropriate data to inform decision-making at all levels of the system.

Proposed Activities:

1. Facilitate School Improvement Team meetings for SSELCL
 - Develop an action plan that describes the challenges SSELCL faces and how these challenges are being met
2. Implement School Wide Positive Behavior Supports at SSELCL
 - Plan and implement this initiative consistent with district vision and mission
 - Analyze and use multiple measures to inform planning decisions
 - i. Demographics
 - ii. State and District wide assessments
 - iii. Data tools such as PVASS, eMetric, and Performance +
 - Design learning experiences and opportunities for family involvement.
3. Facilitate Kindergarten and First Grade Report Card Review
 - Review report cards from surrounding schools and current district report card to identify strengths and weaknesses
 - Analyze and address changes in clear standards relevant to K-1.
 - Determine measurable criteria for report card based on fair assessments
 - Be sure curriculum and instruction are standards based
 - Report card should clearly communicate student achievement to students, teachers and parents.
 - Recommend changes for improvement to School Board of Directors
4. Participate in Staffing
 - Address teacher assignments and scheduling for SY 11-12
 - Insist on high expectations and equal access for **all** students so that each child has appropriate time and support necessary for maximum achievement.
5. Participate in Pre-School Transition
 - Use pre-school student performance results and pre-school teacher feedback to inform planning decisions for transition into Kindergarten.
 - Reflect on the demographics of these students that will shape their educational environment

- Demonstrate integrity in behavior
- Promote student-centered learning environments to meet diverse student needs

6. Facilitate Faculty Meeting(s)

- Model high ethical standards in all decision-making processes, and follow through on commitments to words, values, beliefs, and organizational mission
- Demonstrate integrity in behavior
- Present differentiated professional development options that are related to educational goals
- Engage staff in specific strategies and activities that ensure that continuous learning
- Identify and nurture relationships to establish a collaborative and caring school culture and climate

7. Attend Administrative Team Meetings

- Document involvement in policy or procedure design, review and implementation
- Demonstrate integrity in behavior
- Identify key stakeholders and understand how each is important to achieving the vision of the school community and benefiting student progress

8. Attend Central Attendance Area Meetings

- Document involvement in policy or procedure design, review and implementation
- Demonstrate integrity in behavior
- Identify key stakeholders and understand how each is important to achieving the vision of the school community and benefiting student progress

9. Attend School Board of Director Meetings

- Document involvement in policy or procedure design, review and implementation
- Demonstrate integrity in behavior
- Identify key stakeholders and understand how each is important to achieving the vision of the school community and benefiting student progress

10. Contribute in Interview process for prospective employees

- Learn to assess, hire, assign, support and retain highly qualified and effective staff consistent with district strategic plan, core beliefs, and research based practices



EDINBORO
UNIVERSITY

Office of Records and Registration
Hamilton Hall
210 Glasgow Road
Edinboro University
Edinboro, PA 16444

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Email: eup_records@edinboro.edu
www.edinboro.edu

December 15, 2010

Leslie Collopy
430 Conewango Avenue
Warren, PA 16365

@00074073

Dear Leslie Collopy,

You have been scheduled for your Spring 2011 Internship. The course information is listed below.

20188

SCHA 789.001

ELEMENTARY PRINCIPAL INTERN

Please check your S.C.O.T.S. account for your revised schedule. If you have any questions, please do not hesitate to call Records & Registration.

Thank you,

Denise Dobos
Assistant to the Registrar