

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: 5/23/11

Name: Leslie Collopy

Address: 430 Conewango Avenue
Warren, PA 16365

Circle One: Practicum Internship

College/University: Edinboro University

Program: Educational Leadership

Program Supervisor: Dr. Michael J. Vetere

Address: 320 Butterfield Hall
Edinboro, PA 16444

Telephone: 814-732-2260

Number of Hours Needed: 180 hours

Beginning Date: August 29, 2011 Ending Date: December 16, 2011

Brief Explanation of Expectations from the Warren County School District:

Assignment of a mentor - Secondary 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!

Educational Leadership Internship

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

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

*******IMPORTANT:** *Is this internship being completed in the District you are currently employed?*

Yes X No

IF NOT, YOU MUST SUBMIT CLEARANCES BEFORE THIS APPLICATION CAN BE APPROVED

1. Complete the Application for Permission To Register for Graduate Internship COMPLETELY. (FILL IN ALL THE BLANKS). All information must be typed or keyboarded. Do not write or print.
4. Collaborate with your future on-site mentor Principal, Superintendent, Supervisor to develop your Internship Plan.
 - address the concept that the principal is responsible for everything that occurs in his/her building, the supervisor interacts with all aspects of the district, and the superintendent is responsible for everything in his/her district
 - Make sure that you are using your **Edinboro Email Account**.
5. Attach your program course history
6. If you are completing your internship in a school outside of your current district, you will need to secure the following (current) clearances and submit them with your application material. You will also need to submit these records to the appropriate personnel at district in which you will be completing your internship:
 - **Act 34 - Pennsylvania Criminal Record Clearance**
 - **Act 151 - Child Abuse Clearance**
 - **Act 114 - FBI Clearance**
 - **TB test results**
7. Submit the following to Dr. Michael J. Vetere, Department of Professional Studies, 320 Butterfield Hall, Edinboro University of PA, Edinboro, PA 16444:
 - **1. This cover sheet**
 - **2. Application for Permission To Register for Graduate Internship**
 - **3. Proposed Internship Activities Plan, Level Partnership form, Mentor Principal/Supervisor/Superintendent form**
 - **4. Course history (an unofficial transcript printed from SCOTS will suffice)**Applications submitted after the due dates may not receive full consideration.

 SCHA 789 – Elementary Principal Internship
 X SCHA 794 – Secondary Principal Internship
 SCHA 792 – Supervisory Internship
 SCHA 799 – Superintendent Internship

@00074073 _____
Student ID #

Leslie Collopy _____
Name – Printed

Programs in Educational Leadership Proposed Internship Activities Plan

Student Name: Leslie Collopy

Student ID: @00074073

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 X Fall 2011 (year) due July 1
 Spring (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.

<input type="checkbox"/>	SCHA 789 – Elementary Principal Internship	*minimum 180 hours
X	SCHA 794 – Secondary Principal Internship	*minimum 180 hours
<input type="checkbox"/>	SCHA 792 – Supervisory Internship	*minimum 300 hours
<input type="checkbox"/>	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:

1. 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
 - Demonstrate integrity in behavior
 - Promote student-centered learning environments to meet diverse student needs

2. 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
3. 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
4. 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
5. 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
6. Facilitate School Improvement Team
 - Initiate and establish a building wide positive school culture
 - Assist in developing professional learning communities
7. Discipline
 - Assist in student truancy and attendance
8. Drop Out Prevention
 - Peer Mentoring Program
 - Student Response Team
9. Budget Development

Student Name: Leslie Collopy

Student ID: @00074073

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**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.

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