

# **Internship In Educational Administration**

EDAD 5500.090



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**Spring 2013  
Internship Guidelines  
EDAD 5500**

1. Complete the Information Form and submit by e-mail (douglas.shouse@unt.edu) no later than January 25, 2013. It is highly desirable that you submit this and all other forms electronically.
2. Meet with your cooperating administrator no later than February 1, 2013. Work with him/her to gain agreement on the responsibilities you will have throughout your internship experience. This meeting should then provide the content for the development of a plan of action. The format for this plan is listed under forms in your handout page 12. Remember that you are required to complete 125 hours of administrative responsibilities by May 3, 2013.
3. Plan of Action -This document should include:
  - Your goals and objectives for the semester.
  - Specific administrative tasks for which you will be responsible and/or in which you will be involved. Have as broad array of responsibilities as time will permit.
  - Products, programs or other outputs that will be your primary responsibility.
  - Time that will be made available to you so that you are able to achieve the goals and objectives of your internship (This information should also be included on the daily routine form.).
  - This should be a written document that is submitted on the first visit.
4. Write three Executive Summary Reports, beginning with your activities from the week of January 17, 2013. These reports should be a minimum of 2 pages. You should discuss the administrative responsibility in which you have engaged and provide insights, new insights that you gained from the experiences. Include the total number of hours for this time period at the conclusion of the report. These reports should be typed (double spaced) and sent as an e-mail attachment.
  - 1 st Report March 1, 2013
  - 2nd Report April 5, 2013
  - 3rd Report May 3, 2013. (This report should be included with your final product. Everything must be completed by this date. This includes the final visit.)
5. Administrative Interviews - Two administrative interviews. One interview should be a building administrator, and the other should be a central office administrator. See the administrative interview for suggested questions.
6. Starting immediately, maintain records/logs and exhibits/attachments of your work throughout the internship. These should be included in your final report.

7. Experiences at Diverse Campuses - Internship should include experiences at diverse campuses. Diverse can mean a choice of levels, demographics, and size. It is suggested you visit sites within and outside of the home district.
8. Attend at least two school board meetings.
9. Attend at least one administrator's meeting.
10. Self-Assessment and Professional Development Plan is to be completed prior to the final conference with your supervisor. Bring it completed to the final conference. Be prepared to discuss your self-assessment in the final conference with your faculty supervisor. Make a copy of the form for your personal records. The faculty supervisor will maintain the original copy.
11. Cooperating Administrator Evaluation - This form is attached to the internship guideline packet. This packet must be in my possession on or before our final meeting. Non-compliance will result in a reduction in course grade.
12. Your Final Report should include:
  - Table of Contents
  - Plan of Action
  - All Three Executive Summary Reports
  - Additional observations and insights from your internship (Those that you did not include in the executive summaries.)
  - Thoughtful and detailed comments regarding how you would have changed operations during your internship if you had been in charge of the school.
  - Attachments and exhibits for each task, program, project, or other duties that you engaged in during your internship experience.
  - A detailed description of the special project including responsibilities, observations and insights.
  - Self Assessment
  - Professional Development Plan
  - Internship Reflection
  - Final Time Log
  - Supervisor's Confidential Evaluation
  - **The final report is due at our last meeting which will occur between April 22, 2013 and May 3, 2013.**
13. Visits and Class Seminars
  - I will visit you at your school with your cooperating administrator. The visit will occur in January or early February. Subsequent Appointments will be scheduled through each intern.

- As a class, there will be one or two seminars on campus. This will be a sharing/networking/problem-solving session. These seminars are mandatory. Any student who is absent will have his/her grade lowered by one letter. The date and time is to be determined during semester as needed.
- Interns are expected to take three full personal leave days for internship responsibilities, if necessary.

## Internship Activity Checklist

Activity	Date Completed/Submitted	Signature
Information Form		
Meeting with Cooperating Administrator		
Plan of Action		
Release Day One		
Release Day Two		
Release Day Three		
School Board Meeting		
School Board Meeting		
District Administrative Meeting		
Executive Summary Report		
Executive Summary Report		
Executive Summary Report		
Experience at Diverse Campus		
Administrative Interview		
Administrative Interview		
Final Report		
Class Seminar		
Self-Assessment		
Professional Development Plan		

**Internship Information Form  
EDAD 5500**

**Name:** \_\_\_\_\_  
**Office/School Address:** \_\_\_\_\_

**Office Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Your present title, assignment(s) , and duties:**

**Name and title of Cooperating Administrator:**

**Address and telephone of your Cooperating Administrator if different from yours:**

**Specialization for the internship, If any:**

**Times during the day when you cannot meet with me, if any:**

**Detailed directions on how to get to your school/office and to the office of your Cooperating Administrator if his/her location is different than yours:**

## Administrative Interview

**Student Name:**

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**Name of Person  
Interviewed:**

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**Person Interviewed E-Mail:**

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**Person Interviewed  
Telephone:**

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**Date Interviewed:**

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**Signature of Person  
Interviewed:**

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1. Q: What is your administrative style?  
A:
  
2. Q: What are the strengths and weaknesses of your style?  
A:
  
3. Q: What is your communication style?  
A:
  
4. Q: How many hours a week do you work?  
A:
  
5. Q: What is your best asset for this job?  
A:

6. Q: What are your future goals?

A:

7. Q: What are your biggest problems as an administrator?

A:

8. Q: How do you handle upset parents?

A:

9. Q: What do you spend most of your day doing?

A:

10. Q: How do you handle incompetent or struggling teachers?

A:

11. Q: Do you see yourself as an instructional leader?

A:



## **Internship Reflection**

It is time to reflect and share. I would like for you to reflect upon the questions given below. Please come prepared to share your responses with your class. This is a written assignment. Simply take some time out of your busy schedules to think about your experiences. Write your reflections and place in your final document.

What have I learned?

What do I now believe?

What are my skills?

What do I need to improve?

How could my internship experience have been better?