

**UNIVERSITY OF NORTH TEXAS
Dallas Campus
Educational Leadership Program**

**Internship
in
Educational Administration
EDAD 5500 / 6031 / 6033**

Summer 2008

Dr. Adam L. Grinage

Office Hours

**Thursday (4:30 – 5:00 p.m.)
Other days by appointment only**

Office Location

UNT-Dallas

Contact Information

**(Mobile) 512.762.4665
(E-Mail) agrinage@unt.edu**

Internship Guidelines EDAD 5500, 6031, 6033

1. Complete the **EDAD 5500 Information Form** and submit by e-mail no later than **May 9, 2008**.
2. Meet with your cooperating administrator / mentor **May 9, 2008**. 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. Remember that you are required to complete 125 hours (EDAD 5500) or 200 hours (EDAD 6031 & 6033) of administrative responsibilities by **August 8, 2008**.
3. **Action Plan**. This document should include the following:
 - Specific administrative tasks for which you will be responsible and/or in which you will be involved. Have as broad an 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 should be a written document and the first draft is due on the day I make my first campus visit.

Instructor will e-mail you a template of a sample Action Plan.

4. You and your mentor / site administrator should negotiate at least three (3) release days for you to spend shadowing the principal, assisting in the office for an entire day's experience, and visiting other sites.
5. Plan to attend and report on the following:
 - School Board meeting
 - District Administrative meeting
6. Write three (3) Executive Summary Reports, beginning with your activities from the week of **May 5, 2008**. These narrative reports should meet exemplary technical writing standards, and be a minimum of two (2) double-spaced pages in length. Use Arial font, size 11, and set the margins at 1.2" on the left, and 1.0" for the top, right, and bottom margins. Justify only the left margin, not the right margin (as in this paper, for example).

The Executive Summaries should discuss the administrative responsibilities in which you engaged during the time period, and provide insights and new learning 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 computer generated, and e-mailed to me on the dates listed below:

Executive Summary I:	May 30, 2008
Executive Summary II:	June 27, 2008
Executive Summary III:	August 6, 2008

7. **Experiences at Diverse Campuses**. The 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 the home district.

8. **Administrative Interviews (2).** Interview a school administrator (other than your mentor) and a central office administrator. Use the included Interview form for the interviews. The interview forms are to be included with the final report. I will email an electronic version of the interview form for your use.
9. **Self-Assessment and Professional Development Forms.** Both forms are to be completed prior to your final conference with me. Bring both forms to that conference and be prepared to discuss them with me. Make a copy of both forms for your personal records. I will maintain both original copies and place them in your folder. These forms will be discussed with you again in the EDAD 5700 Practicum course. **EDAD 6031 and 6033 students are not required to complete these forms.**
10. **Mentor / Cooperating Administrator Evaluation.** This form is attached to the yellow internship guidelines packet. The Mentor Evaluation should not be faxed, but instead be **addressed and mailed or given to me personally.** The Mentor Evaluation must be in my possession by **August 6, 2008.** If the Mentor Evaluation does not arrive by the deadline, you will get an "Incomplete" for the course. Mentor Evaluations should be mailed to:

Dr. Adam L. Grinage
1718 Betsy Lane
Irving, TX 75061
11. **On-Site Visits and Class Seminars.** I will visit you at your district site twice, once with your mentor / cooperating administrator, and once with you alone. With your Cooperating Administrator, find three dates and times that you and your Cooperating Administrator are available to meet with me. I will email you and your Cooperating Administrator the date and time that also works for my schedule. You are to email me the three dates/times by **May 14, 2008.** Our meeting must be held before **May 30, 2008.** As a class, there will be one seminar at **Webb Elementary School. This seminar is mandatory.** Any student who is absent will have his/her grade lowered by one letter. The one-hour seminar is scheduled for **June 16, 2008, at 10:00.**
12. **Final Report.** Prepare a final report that includes the following:
 - A. Table of Contents
 - B. Professional Résumé
 - C. Final Action Plan
 - D. All Executive Summaries
 - E. Interview Reports
 - F. Other Products / Outputs (from all your administrative activities)
 - G. Final Analysis (including comprehensive observations and learning from your internship. You should also include thoughtful and detailed comments regarding how you would have changed operations during your internship, had you been the administrator.)

****The final report is due at our last meeting which will occur between **July 28 and August 8, 2008,** which will be scheduled at a later date. Sample final reports from previous semesters have been placed on reserve at the UNT-Dallas Library under "EDAD 5500."