

UNIVERSITY OF NORTH TEXAS - Dallas

Educational Leadership Program

**Internship
in
Educational Administration
EDAD 5500**

Summer 2011

Dr. Adam L. Grinage

Office Hours

**Thursday
3:30 – 4:00 p.m. by appointment only**

Office Location

UNT-Dallas

Contact Information

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Internship Guidelines EDAD 5500

1. Complete the **EDAD 5500 Information Form** and submit by e-mail by **May 9, 2011**.
2. Meet with your cooperating administrator by **May 13, 2011**. 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. You are required to complete 125 hours of administrative responsibilities by **August 5, 2011**.
3. **Internship Action Plans, Parts I and 2 (Tk20)**. These document should include the following:
 - 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 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 information should also be included on the daily routine form.).

The Internship Action Plan, Part I should be emailed to me by **May 27, 2011**, as well as entered into Tk20. The Internship Action Plan, Part 2 should be emailed to me by **August 5, 2011**, as well as entered into Tk20.

4. Plan to attend a school board and a district administrative meeting (could be a principals meeting, district improvement committee meeting, etc.). You will email a ½ page reflection on each of these meetings to me by **June 17, 2011**, for the school board meeting and **July 15, 2011**, for the district administrative meeting.
5. You will submit a log of time/activities completed on **July 1, 2011**. You will add to/update and email me the final log by **August 5, 2011**. I will email you a template of the log.
6. Write three Executive Summary Reports, beginning with your activities from the week of **May 9, 2011**. These narrative reports should meet exemplary technical writing standards, and be a minimum of two (2) double-spaced pages in length.

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 e-mailed to me by the dates listed below:

Executive Summary I:	June 10, 2011
Executive Summary II:	July 8, 2011
Executive Summary III:	August 5, 2011

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 cooperating administrator, if possible) and a central office administrator. The first interview record is to be emailed to me by **June 24, 2011**, and the second interview record is to be emailed to me by **June 30, 2011**. I will email an interview form for your use. Please feel free to modify it as you need.
9. **Self-Assessment and Professional Development Forms (Tk20).** Both forms are to be completed and emailed to me by **July 29, 2011**, as well as entered into Tk20. I will have them available electronically at our final conference (no need to print and bring copies!).
10. **Cooperating Administrator Evaluation (Tk20).** The Cooperating Administrator Evaluation forms must be completed by your cooperating administrator and submitted to me by **August 5, 2011**. Both forms are found in Tk20. The completed forms can be scanned and emailed or mailed to me through US Mail at my contacts below.

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11. **On-Site Visits and Class Seminars.** I will visit you and your cooperating administrator once at your site in June, and I will visit with you once at my site (Brown Elementary School, 2501 W. 10th Street, Irving, TX 75061) in August. I will email you in the coming weeks to schedule these visits. As a class, there will be two class meetings during the semester. The first session will be held on campus and the second will be held at a "mutually agreeable" site (restaurant). **Both seminars are mandatory.** Any student who is absent will have his/her grade lowered by one letter. The seminars are scheduled as follows:
 - **June 21, 2011**, at 3:00, in room DAL1 204
 - **July 26, 2011**, at 6:00 (location TBD)
12. **Final Analysis.** You are to write a 2-page reflection about your internship as a whole. Please discuss what you learned during your internship (with regards to the duties, responsibilities, and leadership qualities needed). Also include thoughtful and detailed comments regarding how you would have changed operations during your internship, had you been the administrator. Your final analysis is due by **August 5, 2011**.

Questions upon which to reflect in the final analysis:

1. What have I learned?
2. What do I now believe?
3. What are my skills?
4. What do I need to improve?
5. How could my internship experience have been better?