

## Internship Activity Guidelines

A Plan of Action is created at the beginning of each internship course. The process is a joint effort of the intern, school administrator, and university supervisor. The plan guides the internship where the principal candidate synthesizes and applies knowledge learned through coursework. Activities must be substantial within the real school setting.

There are 30+ activities listed for your consideration, matched to the ELCC standards. You must complete 20 activities for an internship. During the final internship you will be required to complete 15 activities. These activities should meet the following requirements.

- The five shaded activities are “must-dos” for the summer experience.
- Twelve additional activities will be selected in collaboration with your site supervisor. These should include a variety of ELCC standards.
- Three final activities will be selected with input from your site supervisor. These activities will be specific to the needs of the school where you are completing the internship. Be sure to identify the ELCC standard the activity addresses.

Each activity will “count” for 6 hours of time.  $20 \times 6 = 120$  hours of anticipated time. Some activities will take longer, some shorter. Activities will include opportunities for reflection and the gathering of artifacts.

If you have previously had leadership experience with one of these activities, that particular activity should be omitted. All internship activities should result in new learning. If an activity from the “must-do” list will not result in new learning, the site supervisor should sign the hard copy of your plan verifying that they can verify your understanding of this task. Together you will select an additional activity to put in its place. This replacement activity can come from the overall list or be determined by the school site administrator.

Once you decide on the activities together, go to the supervisor’s website and download the summer internship plan.

- Delete activities that are not going to be used.
- Add three activities that are school-specific tasks that your site administrator suggests you work on during the summer. These may be related to the school’s improvement plan.
- Be sure 20 activities are listed. They should represent all six ELCC standards.
- Print a hard copy. Sign and get the site supervisor’s signature indicating their agreement to support your work on these tasks. Snail Mail this to your university supervisor by May 12.
- Also email to the university supervisor an electronic copy of the plan.
- Save a copy to your own folder labeled “Internship I.”

After accomplishing each activity, a reflection form is to be completed and emailed to the University Supervisor.

At a midpoint during the internship, you will submit a progress report. This report will be a copy of your internship plan indicating the number of completed activities and the success level that you are experiencing.

All internship artifacts will be completed in an electronic format. This may require you to scan and save documents. You have colleagues in the cohort that can help you with this task.

The internship concludes with an internship fair. You will display three hard copies of selected artifacts, along with the electronic portfolio during this culminating event. The Educational Leadership Advisory Board and other Educational Leadership students will be invited to the event to discuss with you your experiences and new learning.