

**RICHARD W. RILEY COLLEGE OF EDUCATION
WINTHROP UNIVERSITY**

INTERNSHIP APPLICATION FORM

Principal Candidate _____

Address _____

Home Phone _____ E-mail Address _____

Present Work Position _____

Address _____

Work Phone _____ E-mail Address _____

	<u>EDLD 621 Internship I</u>	<u>EDLD 622 Internship II</u>	<u>EDLD 623 Internship III</u>
Term			
Proposed Site			
Principal/Mentor			
School Address			
Principal E-mail			
School Phone			
School Fax			
	I agree to act as a mentor during the administrative internship for the student listed above. If necessary, I also will provide release time from other duties to complete requirements		
Principal/Mentor Signature			

I, _____, agree to fulfill the requirements during my administrative internship.

Principal Candidate

Date

The student listed above has successfully completed the prerequisites and requirements necessary to apply for an administrative internship.

Advisor

Date

INTERNSHIP REQUIREMENTS

TO BE COMPLETED BY STUDENT INDICATING AN UNDERSTANDING OF EXPECTATIONS

Name _____ SS# _____

1. I have completed the first 21 hours of coursework for the M.S. or licensure program.	YES	NO
2. The summer internship must be completed at locations/sites that differ from the one during the school year and the internship must be done at two different levels (elementary, middle, high).	YES	NO
3. I am responsible for arranging internship placements and securing the signatures of all persons agreeing to serve as mentors for me.	YES	NO
4. During the internship I will attend required, scheduled seminars throughout the semester with my university supervisor.	YES	NO
5. I will complete and record 120 hours of field work.	YES	NO
6. Reflections will be sent to the university supervisor every week. The supervisor expects these by Sunday at midnight.	YES	NO
7. I will complete a PDP for each internship section. At the end of each section a notebook will show evidence of completed tasks.	YES	NO
8. I will attend conferences with my mentor and university supervisor as needed or requested to attend to my professional growth.	YES	NO
9. I will invite the university supervisor to school events to observe me in a leadership role.	YES	NO
10. A culminating portfolio based on ELCC Standards and the Graduate Concept Framework will be completed at the end of Internship III.	YES	NO

Principal Candidate

Date

If the answer to any of the above questions is no, please attach an explanation.

DISCLOSURE REQUIREMENT

The information furnished below is requested in conjunction with your application for internship and will be used only in a manner consistent with that purpose.

1. Have you ever been convicted of, or pled guilty or no contest to, a criminal charge, other than a minor traffic offense? NO YES
2. Have you ever been suspended, expelled, asked to withdraw, or placed on probation for disciplinary purposes by Winthrop University or any other institution of higher learning? NO YES
3. Have you ever admitted to or been found guilty of academic misconduct? For purposes of this inquiry, academic misconduct includes, but is not limited to, any act of dishonesty such as cheating or plagiarism. NO YES

If the answer to any of the above is yes, please provide a full and complete written explanation.

If at any time in the future, prior to completion of the Educational Leadership Program, the above information changes, or you learn that the above information is not accurate, you must notify the Director of Student Academic Services immediately.

By signing below, I verify that all of the above information contained in this application is true and accurate, to the best of my knowledge, and I agree to report any changes in the above information as they occur or come to my knowledge.

Principal Candidate

Date

