



DEPAUL UNIVERSITY

SCHOOL OF EDUCATION

Educational Leadership Program Clinical Experience Application Form

Applicant Information

Name: _____ Date: _____

Address: _____ Home Phone: _____

City/State/Zip _____ Work Phone: _____

E-mail: _____ DePaul ID No: _____

Course Requested: A&S 593 Practicum _____ A&S 594 Internship _____ A&S 899 Internship _____

Term and Year Requested: Fall _____ Winter _____ Spring _____ Summer _____ Year _____

Attended Mandatory Internship Info Session: _____(mm/dd/yy)

Academic Information

Please attach the following to this application:

1. A course history report printed from Campus Connection. Please indicate the courses you still have to complete for the program on your course history report.
2. An updated copy of your résumé.
3. A separate sheet of paper with answers to the following:
 - What do you see being your three greatest strengths as a future administrator?
 - Please list three growing issues that you believe you must continue to work on as a future administrator.
 - Please list three learning goals you will accomplish during your clinical experience.
 - Please explain why your chosen clinical site is a place where you might grow professionally as an administrator.

Submitting the Application

Submit this completed application and the other requested documents to the Academic Advisor for the Educational Leadership program **three months prior to the quarter when your clinical experience would begin.**

I have attached the following:

- A copy of my course history
- An updated copy of my résumé
- Answers to the four questions
- Memo of Understanding and Responsibility
- Student Agreement
- Site Verification Form

If known, please list the dates you plan to attend the three mandatory internship seminars:

1. _____
2. _____
3. _____

***Educational Leadership Program
Memo of Understanding and Responsibility***

It is the student intern's responsibility to present this memo to the site supervisor before any agreements are signed. This memo must be read by "all parties involved" before signing the memo of understanding and responsibility. The purpose of this memorandum is to state clearly the responsibilities of all "parties" involved in the clinical experience at DePaul University. It is not intended as a legally binding contract.

The student intern is expected to:

- Comply with DePaul University, School of Education, Educational Leadership and local school/agency policies and procedures.
- Complete 150 unpaid internship/practicum hours with the understanding that any work that is completed at an internship/practicum site, where the student intern is also compensated as a paid employee, may not count towards the required 150 hours.
- Make every effort to meet the internship/practicum site's expectations for work performance, including standards for work quantity and quality, adherence to agreed upon work schedule and other expectations.
- Make the best use of the learning environment that has been provided by taking advantage of opportunities to acquire new skills, knowledge and awareness.
- Balance the demands of work and school such that neither suffers, especially during the internship/practicum experience.
- Inform the Clinical Director of any potential problems or changes involving the internship/practicum placement in a timely manner so that appropriate interventions can be made.
- Read and understand the American Association of School Administrators Code of Ethics and practice in accordance to these standards.
- Keep site and DePaul supervisors informed regarding the internship/practicum experience.
- Immediately contact the DePaul supervisor should any problem or change in relation to the placement site occur.
- Attend seminars and supervisory sessions fully prepared, as outlined by the Clinical Handbook and supervisor's expectations.
- Comply with the rules and regulations of the placement site (e.g. report writing, in-service training, etc.).
- Complete the requirements outlined in the Clinical Handbook.
- Evaluate the internship and supervisory experience at the end of the internship/practicum.
- Inform the Clinical Director and DePaul supervisor about any of the following situations: (serious difficulties or conflicts, changes in site supervisors, changes in the practicum/internship sites).

The internship/practicum site and site supervisor are expected to:

- Abide by the guidelines established in the practicum/internship contract developed and agreed upon by the student intern, site supervisor and DePaul supervisor.
- Provide adequate orientation, training and supervision to student intern, including a clear communication of expectations regarding their performance.
- Assign productive work which matches the student's abilities, knowledge and interests to the fullest extent possible. A list of suggested activities is available in the Educational Leadership Clinical Handbook.
- Be in compliance with all applicable laws during the placement, including, but not limited to laws related to workplace discrimination and workplace safety.
- Comply with all laws and DePaul policies regarding student privacy and confidentiality, including the Family Educational Rights and Privacy Act (FERPA).
- Understand that the internship/practicum is a learning environment. If the student intern is not otherwise an employee at the internship/practicum site, he/she shall neither be compensated for his/her participation in the internship, nor be covered by the site's Worker's Compensation, social security, or unemployment compensation programs. If the student intern is otherwise an employee of the site, the site assumes full and sole responsibility for the payment of any wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The student intern's work at the site shall not at any time replace or substitute for any employee, nor shall the student intern perform any of the duties



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normally performed by an employee at the site as part of the placement, except as such duties as are a part of the student intern's training and are performed by the student intern under the direct supervision of the assigned supervisor. If the student intern is an employee of the site, he/she may not accrue internship/practicum hours for tasks which are completed as a part of the student intern's employment responsibilities.

- Inform the Clinical Director, in a timely manner, of any potential problems or changes involving a student intern's clinical placement, so that appropriate intervention(s) can be made.
- Use the organization's resources to create a learning environment in which the student intern can acquire marketable skills and experiences and make a valuable contribution to the school/agency.
- Assign a site supervisor who has the appropriate credentials, time and interest for training the student intern.
- Provide opportunities for the student to engage in a variety of administrative activities.
- Provide the student with adequate work space, telephone, office supplies and staff to conduct professional activities.
- Complete evaluations and documents needed to assess the student intern and return them to the student intern and DePaul supervisor in a timely fashion.
- Immediately contact the DePaul supervisor should any problems or changes in relation to the student and placement site occur.

The DePaul supervisor is expected to:

- Meet regularly with the student intern to discuss progress and to verify the student's performance and productivity during the student intern's internship/practicum experience.
- Provide a one hour triadic supervision session for every 15 hours of internship/practicum work.
- Fairly evaluate the student intern's work both academically and experientially.
- Notify the Clinical Director in a timely fashion if any problems arise.
- Be available for face-to-face, telephone and/or email consultation with both the site supervisor and student intern.
- Distribute and collect evaluation forms from the site supervisor and the student intern.
- Make at least three site visits while the student intern works to complete the 150 unpaid internship/practicum hours.
- Be responsible for the assignment of the final grade.
- Complete evaluations and documents needed to assess the student performance and return them in a timely manner.

The Clinical Director is expected to:

- Orient the student intern, site supervisor, and DePaul supervisor to the monitoring and evaluation procedures.
- Monitor the clinical placement through face-to-face, telephone and/or email contact with site supervisor, DePaul supervisor and student throughout the clinical experience, including a visit to the placement site if deemed necessary.
- Make appropriate interventions involving the student's clinical placement when problems occur, including recommendations for altering or terminating the clinical experience when necessary.

Agreement to Memo of Understanding & Responsibility:

I understand and agree to perform the above responsibilities outlined above. I further understand and agree to follow the guidelines and procedures outlined in the Clinical Handbook for the Educational Leadership Program at DePaul University.

Student Intern Date

DePaul Supervisor Date

Site Supervisor Date

Clinical Director Date



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Educational Leadership Clinical Experience Student Agreement

As a reflection of DePaul University's Mission and Vincentian Personalism, the Educational Leadership Program is committed to the professional and personal development of students. Since completion of this program would lead directly to entry into the profession, the Educational Leadership faculty members place considerable emphasis on academic performance as well as on students' suitability for responsible participation in their chosen field. To meet this obligation, Educational Leadership faculty members monitor both academic performance and non-academic behavior in order to identify, nurture and support appropriate behaviors and respond and intervene when inappropriate behaviors are noted. Please read, review and sign the below agreement.

As an internship/practicum student, I agree to the following:

1. I will be receptive to supervisors' and faculty feedback and act meaningfully and professionally upon suggestions.
2. I will reflect upon my own progress and identify strengths and weaknesses, including evaluating strategies for success, finding alternatives for inappropriate strategies and modifying future practices.
3. I will take initiative and understand the importance of and am committed to: communicating clearly, orally and in writing, both in traditional and in new and emerging digital formats.
4. I will be open to new ideas and engagement in learning.
5. I will appreciate diversity and demonstrate awareness of personal biases. I will respect and consider cultural contexts in order to determine how to be responsive to students and staff and to proactively promote social justice.
6. I will communicate and cooperate effectively with others.
7. I will be committed to collaboration with students/staff, colleagues, families and communities in order to promote growth and development.
8. I will demonstrate professional, ethical and legal behavior as defined by the respective codes of ethics and laws.
9. I will demonstrate consistent, professional behavior across all academic settings.
10. I will maintain appropriate interpersonal and professional boundaries.
11. I will accept personal responsibility for my behavior.
12. I will express feelings and opinions effectively and appropriately.

Student Intern's Name: _____

Student Intern's Signature and Date: _____



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Educational Leadership Program Clinical Experience Site Verification Form

Dear Colleague:

Welcome to the Educational Leadership Program! We are grateful for your willingness to work with us and our students.

The excellence of the Educational Leadership Program depends on the quality clinical experiences provided by institutions such as yours. It is our sincere hope that working together will be mutually beneficial for all of us.

Please complete and return to the DePaul University student who will be completing his or her practicum/ internship at your institution. This information helps us to communicate and work effectively with you and your institution. It will also assist us in keeping the necessary data for our accrediting agencies. Thank you.

Professor Bill Hoecker
Clinical Director
Educational Leadership Program

DePaul University Student Information

Name of DePaul student: _____

Student ID: _____

Site Information

Name of School: _____

School Address: _____

Site Supervisor Information

Name of Site Supervisor: _____

Email: _____ Phone: _____

Preferred Method of Communication: Email _____ Phone _____

Level of Education (degrees earned):

Subject

College/University

Bachelor's in _____ from _____

Master's in _____ from _____

Doctorate in _____ from _____

Please list ALL valid certificates held and submit copies of your certificates with this form:

Certificate Number	Initial or Standard	Type	Expiration Date

Signature of Site Supervisor: _____

Title: _____

Date: _____