



Dear Students,

Welcome to the initial phase of the Educational Leadership Internship process. The Principal Preparation Internship provides students with an opportunity to integrate their learning about educational principal administration with the hands-on experience of principals and their own supervised experience as a student intern. This intensive field experience [200 clock hours and successful completion of the required internship seminars] provides the student interns with an opportunity to reflect upon and gain confidence in their abilities to fulfill a principal role. The internship experience meets the program standards as developed by the ELCC (Educational Leadership Constituent Council).

The DePaul University College of Education seeks to prepare Urban Professional Multicultural educators who become life-long learners. This emphasis is the foundation for the entire experience. The student is expected to develop and further the knowledge and understanding, skills, appropriate attitudes and judgment. This is evidenced by a reflective consideration of the relationships between theory and practice, systematically considering multiple perspectives when making decisions, and exercising Vincentian personalism by treating all persons with dignity and unconditional respect.

Principal Preparation Students must complete a yearlong internship of 200 clock hours [100 hours in K-8 setting and 100 hours at a high school setting] during the traditional K-12 fall and spring semesters. It is strongly encouraged to start the internship during fall quarter of Year Two, so that half of your course work has been completed prior to starting your internship. For more information, please see the Principal Handbook for all the details needed to help make your internship rich and powerful here: [Educational Leadership Principal Preparation Internship Handbook 2023-2024 -.pdf \(depaul.edu\)](#)

Your first step is to complete the A&S 601 internship orientation, so please register for this course (typically, during spring quarter) as you make preparations for your internship. Then, your task is to find an appropriate site and Site Supervisor for your first internship. Once you have finalized your site and site supervisor, complete the following pages of this application package and submit them to the Educational Leadership Academic Advisor, Brandon Washington. Once approved, Mr. Washington will register you for A&S 604 and I will assign you your DePaul Supervisor, who will serve as a mentor and liaison between you and your Site Supervisor.

Warm wishes for a successful internship experience.

Sincerely,

A handwritten signature in cursive script that reads "Sr. Mary Paul McCaughey, O.P.".

Sr. Mary Paul McCaughey
Principal Preparation and Superintendent Internship Program Director
Instructional Assistant Faculty, Catholic Educational Leadership Coordinator
College of Education #361 | DePaul University 2247 N. Halsted Street | Chicago, IL, 60614
Office: 773-325-4696 | Cell: 312-505-1943 | Email: mmccaug1@depaul.edu



***Principal Preparation Program Internship Experience
 Application Form***

Applicant Information

Name: _____ Date: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

E-mail: _____ DePaul ID No: _____

Course Requested:

A&S 604 Internship

Internship Timeframe and Year Requested: Fall – Spring Winter – Fall Year(s)_____.

If you have received permission to complete your internship outside of traditional timeframe complete the following:

Approved internship timeframe_____ **Internship Director Signature**_____

By checking this box, I verify that I have completed the A&S 601 internship orientation.

Academic Information

Please attach the following to this application:

- A course history report printed from Campus Connect. Please indicate the courses you still have to complete for the program on your course history report.
- An updated copy of your resume

Submitting the Application

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

I have attached the following:

1. A copy of my course history
2. An updated copy of my resume
3. Student Agreement signed by me
4. Memo of Understanding and Responsibilities signed by my site supervisor and by me
5. Site Verification Form signed by my site supervisor

***Principal Preparation Program Internship 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: _____

***Principal Preparation Program Internship Experience
Memo of Understanding and Responsibility***

It is the responsibility of the student ("intern") to present this MOU to the practicum site ("Site") before any internship work begins. This MOU must be read and understood by all parties involved before signing.

The purpose of this MOU is to state clearly the responsibilities of all parties involved in the internship and internship placement that is the subject of this MOU ("Site Placement") at DePaul University ("DePaul").

The term of this MOU will begin on _____ and will end on _____. **(Note: the internship period should cover one K-12 semester as closely as possible.)** DePaul retains the right to terminate the Internship Placement at any time for any reason. The Site retains the right to request withdrawal of any Intern whose conduct or work violates the policies and procedures of DePaul or the Site, but only after first consulting with DePaul to try and resolve the matter without removing the Intern from the Site Placement. This MOU may only be renewed by mutual written agreement of the parties.

The student intern is expected to:

- Comply with DePaul, College of Education, Educational Leadership, and Site policies and procedures.
- Make every effort to meet the 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.
- Act in a professional manner.
- Inform the Internship Director of any potential problems or changes involving the internship/practicum placement in a timely manner so that appropriate interventions can be made.
- Principal interns must complete a minimum of 100 clock hours each at the assigned elementary and secondary school sites (for a total of 200 clock hours minimum).
- Assist the administrative team in providing an instructional program that advances the learning of every child in the school.
- Balance the demands of work and school such that neither suffers, especially during the internship/practicum experience.
- Keep site and DePaul supervisors informed regarding the internship/practicum experience.
- Read and understand the American Association of School Administrators Code of Ethics and practice in accordance with these standards.
- Immediately contact the DePaul supervisor should any problem or change in relation to the placement site occur.
- Be attentive to the particular needs of special education students, English language learners, gifted-education students, and the particular needs of early childhood education.
- Monitor your progress through the various activities required of the intern for the successful completion of the internship program (e.g. being certain that you are on track with the various requirements of observing, participating and taking leadership of various aspects of the instructional program).
- Meet with internship mentor and your university supervisor on a regular basis.
- Attend the required seminars on campus. There are two required seminars/100 hours for a total of four.
- Complete the requirements outlined in the appropriate internship handbook.
- Evaluate the internship and supervisory experience at the end of the internship/practicum.
- Inform the Internship Director and DePaul supervisor about any of the following situations: serious difficulties or conflicts, changes in site supervisors, or 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 Internship 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 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 Internship Director, in a timely manner, of any potential problems or changes involving a student intern's internship 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 workspace, 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.
- Maintain, and provide proof to DePaul of, professional liability insurance of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the Site Placement, its employees, and counselors; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. If the site is requiring the transportation of clients, the site must maintain auto insurance covering students in amounts of at least \$1,000,000 per occurrence. If requested by DePaul, Certificates of Insurance evidencing coverage as specified above must be produced prior to the Professional Practice Placement.
- Defend, indemnify, and hold DePaul, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney's fees) and costs relating to or arising from or based upon the negligent or willful acts, omissions, or breach of warranty by Site or its employees or agents in relation to the Internship placement.

The DePaul supervisor is expected to:

- Hold a valid and current administrative certificate endorsed for general administration or principal.
- If the internship site is out of state, the supervisor must hold a valid and comparable, current administrative certificate from the state in which the internship site is located.
- For faculty supervisors who have had private school experience, the supervisor must hold a valid and exempt Illinois administrative certificate that is registered and endorsed for general administration or principal.

- In any case, the DePaul supervisor must demonstrate three years of successful experience as a building principal as evidenced by relevant data, including data supporting student growth in two of the principals previous five years, and formal evaluations or letters of recommendation from former supervisors.
- The DePaul supervisors must successfully complete the State of Illinois mandatory evaluation of certified personnel course.

DePaul supervisors will be responsible for the following activities:

- Conducting, at minimum, four face-to-face meetings with the internship mentor at the internship site.
- Observe, evaluate and provide feedback at least four times during the course of the internship experience to each candidate about the candidate's performance on those measures, which align to the final assessments.
- Participate, along with the Principal Internship Director and the faculty, in a series of four internship meetings over the course of the internship program.
- Work in collaboration with the internship Site Supervisor to complete the assessment of the candidate's performance during the internship.
- The DePaul supervisor will be responsible for assigning a grade to each internship experience.
- Faculty must submit grades, obtain all evaluations, and confirm with the Department Assistant that all evaluations have been submitted.

The Internship Director is expected to:

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

The parties understand that the Intern will be in a learning situation and that the primary purpose of the Internship is for the Interns learning. The Intern will receive academic course credit from DePaul for the educational experiences at the Site, and the coursework associated with those educational experiences assigned by DePaul. If an Intern is not otherwise an employee or independent contractor of the Site or DePaul, s/he shall neither be compensated by either party for his/her participation in the Internship nor covered under DePaul's or the Site's Worker's Compensation, social security, or unemployment compensation programs. If any Intern is otherwise an employee or independent contractor of the Site, the Site shall assume 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 Intern's Internship work shall not at any time replace or substitute for any employee nor shall the Intern perform any of the duties normally performed by an employee of the Site as part of the Internship except as such duties are a part of the Intern's training and are performed by the Intern under the direct supervision of the assigned supervisor of the Site.

Principal Licensure Internship Mentor Requirements:

In order to qualify as an internship mentor, the principal must have met the following criteria:

- The principal must hold a valid Type 75 / Principal License from the State of Illinois (or if the internship is located at a site out of state, the equivalent licensure by the state in which the internship site is located).
- The principal in a non-public school must have a registered and endorsed general administrative or principal certificate.
- The principal must have three years of successful experience as a building principal as evidenced by relevant data, including data supporting student growth in two of the principal's previous five years, as well as formal evaluations or letters of recommendation from former supervisors.
- The mentor must complete a one-day training sponsored by the university which will describe the mentor's duties and provide the requisite skills for supervising the intern.
- The mentor must successfully complete the State of Illinois mandatory evaluation of certified personnel course.

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 Internship Handbook for the Educational Leadership Program at DePaul University.

Student Intern Date

DePaul Supervisor Date

Site Supervisor Date

Internship Director Date



COLLEGE OF EDUCATION

Principal Preparation Program Internship 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 internship 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.

Dr. Melissa Bradford
Internship 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):

- | | | |
|--------------------------|---------------------|---------------------------|
| | <i>Subject</i> | <i>College/University</i> |
| <input type="checkbox"/> | Bachelor's in _____ | from _____ |
| <input type="checkbox"/> | Master's in _____ | from _____ |
| <input type="checkbox"/> | Doctorate in _____ | from _____ |

Check box if principals supervising A&S 604 interns have two years of successful experience as a building principal as evidenced by relevant data, including data supporting student growth in two of the principal's previous five years, and formal evaluations or letters of recommendation from current or former supervisors.

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: _____