



Application Form

Applicant Information

Name:

Date:

Address:

Home Phone:

City/State/Zip:

Work Phone:

E-mail:

DePaul ID #:

Course Requested:

- ☐ Principal Preparation Internship
☐ Superintendent Internship
☐ Higher Education and General Internship

Internship Timeframe and Year:

☐ Fall 20__ ☐ Winter 20__ ☐ Spring 20__ ☐ Summer 20__

(Note Permission):

By checking this box, I verify that I have completed the internship orientation. ☐

Prerequisite Information

I have submitted proof of successful completion of the evaluation of certified personnel course approved by the Illinois State Board of Education ☐

I have successfully passed both ILTS 195 and 196 Exams ☐

Note any alternative plan here:

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:

- ☐ Student Agreement signed by me
☐ Memo of Understanding and Responsibilities signed by my site supervisor and by me (one for each internship site)
☐ Site Verification Form signed by my site supervisor (one for each internship site)



Educational Leadership 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 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 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, 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 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 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:



Educational Leadership Program Internship Experience Memo of Understanding (MOU) 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 **end on** _____. **(The internship should cover one PK-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 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 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 students with disabilities, 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 Site Supervisor and your DePaul Supervisor on a regular basis.
- Attend the three required seminars.
- Complete the requirements outlined in the internship handbook.
- Evaluate the internship and supervisory experience at the end of the internship.
- 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 internship sites.

The internship site and Site Supervisor are expected to:

- Abide by the guidelines established in the internship contract developed and agreed upon by the student intern, Site Supervisor and DePaul Supervisor, including meeting, virtually or in-person, at least four times with the DePaul Supervisor.
- Attend the virtual Site Supervisor orientation offered by DePaul.
- Provide adequate orientation, training, and supervision to the 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.
- Comply 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 is a learning environment. If the student intern is not otherwise an employee at the internship site, they shall neither be compensated for their 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, they may not accrue internship 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.
- 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 DePaul 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 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 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 Site Supervisor 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 three 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 Coordinator 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 Intern's 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, they shall neither be compensated by either party for their 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 Site Supervisor Requirements

In order to qualify as an internship Site Supervisor, 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 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, as well as formal evaluations or letters of recommendation from former supervisors.
- The principal must complete a one-hour training sponsored by the university which will describe the Site Supervisor's duties and provide the requisite skills for supervising the intern.
- The principal must have successfully completed the State of Illinois mandatory evaluation of certified personnel course.
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Agreement to Memo of Understanding & Responsibility

I understand and agree to perform the 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 Coordinator:

Date:



STUDENT: Please provide this letter (the following page) to your Site Supervisor and then return signed MOU and Site Verification Form.

Dear Colleague and Educational Leader:

The College of Education at DePaul University is grateful for your willingness to work with us and our students. The excellence of our Educational Leadership Program depends not only on coursework but in large part on the quality internship experiences provided by living schools such as yours. It is our sincere hope that working together will be mutually beneficial for all of us.

Thank you specifically for your willingness to guide our intern through 100 hours of service at your site. With the strengthening of the National Educational Leadership Program Standards and the demands of school leadership, our hope is that the intern not only learn from you but have an opportunity to assume some responsibility at your site. To assist the initial internship discussion, the intern can make a copy of the DePaul Handbook and the NELP standards available to you. As you look at the multiple strong options for activities, a plan will emerge, one that perhaps addresses not only multiple standards but also a local school need.

Once the MOU and the Site Verification form have been completed and returned, your intern will then connect you with the DePaul Supervisor for a discussion of the internship plan and ways of ongoing communication and support. Having observed the generous mentorship of aspiring leaders by our public and private school administrators for many years, my personal hope is that these are opportunities of personal and professional growth for all of us.

Your expertise and generous mentorship of aspiring school leaders is deeply appreciated. Please contact me at any time with any questions, comments, or concerns around this internship.

Wishing you all the best,

Barbara Stacy Rieckhoff, Ph.D.
Director of Educational Leadership
Brieckho@depaul.edu
773-325-8670



**Educational Leadership Program Internship
Experience Site Verification Form**

Name of DePaul Student:

Student ID:

Name of School Serving as Site:

Site Address:

Name of Site Supervisor:

Email:

Phone:

Preferred Method of Communication: ☐ Email ☐ Phone

Level of Education (degrees earned):

Degree	Subject	College/University
Bachelor's		
Master's		
Doctorate		

☐ Site Supervisor: check box if you 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.

Certificate Number	Initial or Standard	Type	Expiration Date

Signature of Site Supervisor:

Title:

Date: