



Dear Students,

Welcome to the initial phase of the Educational Leadership Internship process. The purpose of the internship experience provides students an opportunity to integrate their learning about educational administration with the hands-on experience of administrators and their own supervised experience as a student intern. This intensive field experience [200 unpaid clock hours] provides the student intern with an opportunity to reflect upon and gain confidence in their abilities to fulfill an administrative 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 undergirds the entire experience. The student is expected to develop 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.

General/Higher Education Students can complete their internship at any point during their program, but it is *strongly encouraged* to complete the internship during the second year of the program. Your first step is to complete an internship orientation with me, so please reach out when you are ready to do so. Then, find an appropriate site and Site Supervisor for your internship. Next, complete the following pages of this application package and submit them to the Educational Leadership Academic Advisor, Brandon Washington. Finally, Brandon Washington will register you for your internship course and I will assign you to your DePaul Supervisor, who will serve as a mentor and liaison between you and your site supervisor.

Warm wishes for a successful internship.

Sincerely,

A handwritten signature in black ink that reads "Melissa Bradford". The signature is written in a cursive, flowing style.

Melissa Riley Bradford, Ph.D.
Principal Preparation and Superintendent Internship Program Director
Professional Lecturer, Educational Leadership | College of Education | DePaul University
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***Educational Leadership Program Internship Experience
(General and Higher Education Concentrations)
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

Term and Year Requested: Fall ____ Winter ____ Spring ____ Summer ____ Year ____.

By checking this box I verify that I have completed an internship orientation with the internship director.

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. Signed Student Agreement
4. Memo of Understanding and Responsibilities signed by me and site supervisor
5. Site Verification Form signed by site supervisor

***Educational Leadership Program Internship Experience
(General and Higher Education Concentrations)
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: _____



COLLEGE OF EDUCATION

Educational Leadership Program (General and Higher Education Concentrations) 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 internship 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 200 internship /practicum hours at the approved higher education facility.
- 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 Internship 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 with 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 Internship 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 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, 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.

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 Internship 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 200 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 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.

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



Educational Leadership Program Internship Experience (General and Higher Education Concentrations) 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 the form below 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 _____ |

Please list ALL applicable valid certificates held:

Certificate Number	Initial or Standard	Type	Expiration Date

Signature of Site Supervisor: _____

Title: _____ Date: _____