Leadership Through Action

EAD 699
Internship in Administration

Guidelines for the Internships in Educational Administration and Community Leadership
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME LINE REQUIREMENT</td>
<td>i</td>
</tr>
<tr>
<td>RATIONALE FOR THE PROGRAM</td>
<td>1</td>
</tr>
<tr>
<td>SCOPE OF THE PROGRAM</td>
<td>1</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>1</td>
</tr>
<tr>
<td>REGISTRATION AND CREDITS</td>
<td>2</td>
</tr>
<tr>
<td>PREREQUISITES</td>
<td>2</td>
</tr>
<tr>
<td>REPORTING</td>
<td>2</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>EXAMPLES OF INTERNSHIPS</td>
<td>3</td>
</tr>
<tr>
<td>APPLICATION FORM</td>
<td>4</td>
</tr>
<tr>
<td>INTERN LOG</td>
<td>6</td>
</tr>
<tr>
<td>SELECTED ACTIVITIES ANALYSIS</td>
<td>7</td>
</tr>
<tr>
<td>SAMPLE ACTIVITY ANALYSIS</td>
<td>8</td>
</tr>
<tr>
<td>SAMPLE INTERN FEEDBACK FORM</td>
<td>9</td>
</tr>
</tbody>
</table>
TIME LINE REQUIREMENT

FOR

ADMINISTRATIVE INTERNSHIP – EAD 699

1. Student applies for EAD 699 using the enclosed application. The application must be received in the department office during the semester prior to the semester in which a student wishes to complete the internship. For example, if a student wants to complete his/her internship in the Spring semester, the application must be received in the department office before the end of the Fall semester.

2. The administrative intern should carefully read the guidelines for the internship in educational administration and community leadership sent with the application form.

3. Once the application and learning plan have been approved by the Internship Coordinator, the EACL office will register the student in the course.

4. An affiliation agreement between the organization in which the internship occurs and Central Michigan University must be placed.

5. A visit from the University supervisor with the intern and field supervisor will occur at a mutually convenient time during the semester.

6. A meeting will be held on campus for all administrative interns during the sixth to twelfth week of the semester.

7. Any problems or program conflicts in the administrative internship experience should be promptly reported to the Internship Coordinator.

8. The administrative log should be kept up-to-date and mailed to the Internship Coordinator no later than the fifteenth week of the semester.

All staff members of the Department of Educational Administration and Community Leadership stand ready to assist the administrative interns in making their learning experience meaningful, relevant and informative.
RATIONALE FOR THE PROGRAM

The Department of Educational Administration and Community Leadership at Central Michigan University is pleased to be able to offer its students a well-balanced preparation program. Administrative theory and philosophy are necessary ingredients in a preparation program designed for leaders in schools and universities. Practical experience is also an important aspect of a well-balanced program. Through the administrative internship program, the prospective administrator learns how to: (1) put theory into practice, (2) combine and extend his or her past experience, (3) profit from direct, immediate, on-the-job supervision by experienced administrators, and (4) participate directly in the administrative portion of the educational process.

SCOPE OF THE PROGRAM

The administrative internship experience is the result of cooperation and planning involving the school district, university, or other human service agency, CMU, and the student. The school district/local human service agency/higher education unit authorizes, provides and gives supervision to the administrative intern. The university assists in planning and supervising the internship experience. The student has the responsibility for devising and carrying through those particular activities that are most essential for his/her own professional growth based on a suggested format provided by the university. Therefore, all arrangements for the internship are made on an individual basis.

Several types of experiences are involved in the administrative internship including: observation, reflection, and participation in administrative duties, and research activities. Continual advisement is available from the Department of Educational Administration and Community Leadership at Central Michigan University through the assignment of a university faculty member.

SUPERVISION

The official designated at the local level carries out the primary supervision of the intern. Additional supervision will be provided by a university supervisor who will visit the intern periodically, depending on the individual program and needs of the intern.

REGISTRATION AND CREDITS

A student may receive up to six semester hours of credit under EAD 699 for the internship. The university supervisor, the student’s advisor, and the student will determine the number of hours of credit given. An application for the internship must be completed by the prospective intern. Before applying for the internship, the student should confer with his/her advisor to confirm that the internship will be approved toward degree requirements. Registration for the internship is handled through the EACL Department Office. The professor may assign a textbook.
PREREQUISITES

In order for an intern to derive the most from his/her administrative experience, it is imperative that he/she be well prepared in the area of educational administration. Therefore, a student should have at least ten semester hours of graduate credit including the course EAD 660 (Principles of Educational Administration) prior to enrolling for the internship experience. Higher education students must have a signed program and the approval of their advisor. If the student is interning in the K–12 schools, he or she should have completed EAD 670 (Administration of the Elementary School), EAD 671 (Administration of the Middle School), or EAD 672 (Administration of Secondary Schools).

In order for a student to receive more than two semester hours of credit per semester, he or she must make arrangements that are acceptable to the university advisor. The intern must meet whatever minimum education and experience may be required by the state, the university and the school system/local human service agency for employment as an intern.

DURATION OF ACTIVITIES

The internship is designed to be an intensive on-the-job experience. Students are expected to spend an equivalent number of hours as they would for a traditionally offered class. Therefore, it is expected that students will be involved in a **minimum** of 45 hours for each registered hour of internship.

REPORTING

The intern will report in various ways depending upon the individual internship. All interns are required to report their activities: (1) by keeping a log of his or her administrative internship activities and reflection statements on what was learned, (2) by analyzing selected administrative activities or (3) by meeting with the university supervisor periodically, and (4) by meeting with other internship students at some point in the semester. The intern should check the time line of requirements included within these guidelines.

ADDITIONAL INFORMATION

For additional information and application forms, the prospective intern should contact the Department of Educational Administration and Community Leadership, Ronan 320, Central Michigan University, Mount Pleasant, MI 48859. The office phone number is (989) 774-3204.
EXAMPLES OF POSSIBLE ADMINISTRATIVE INTERNSHIP EXPERIENCES

[Note: It is expected students will use the internship to explore areas of needed refinement and development. The following examples are not exhaustive or mutually exclusive – that is, students should consider a number of areas and also may propose activities that are not listed below. Additionally, on-site experiences from other courses (e.g., EAD 670/671/672) may be used to fulfill some of the internship requirements. Be sure to check with your advisor for approval and have appropriate documentation.]

Curriculum evaluation
Activity program evaluation
Scheduling (pupils, classes, staff)
Development of pupil handbooks
Development of a teacher's handbook
Development of a discipline code
Working on specific attendance or discipline problems
Selection of paraprofessionals
Development of job descriptions
Planning meetings
Development of an activity schedule
Development of an in-service training project
Specific research needed by the school or local human service agency (turnover, client retention, etc.)
Development of educational specifications for new buildings
Development of requests for federal and/or state programs and monies
Transportation schedules
Development of millage campaign information
Food service programs
Computer applications for administration
Land use studies
Parent-teacher conference schedules
Development of behavioral objectives or performance objectives
Application for Permission to Enroll in Administrative Internship

TO: EACL DEPARTMENT

SUBJECT: Enrollment in Administrative Internship, EAD 699

Name: ___________________________________ Social Security Number______-____-______

Home Address: Street __________________ Email ________________________________

City/State/Zip ___________________________ Home Phone __________________________

Present Position __________________________ Business Phone __________________________

School __________________________ City __________________________

If you are in an Extended Learning Cohort, please indicate which cohort: ________________________

I hereby request permission to enroll in EAD 699, Administrative Internship during the ______ Semester, ______. My on-site supervisor would be:

(year)

__________________________________________ (name) (title) (organization)

__________________________________________ (address) (phone)

If you are working in a school district and the superintendent is not your on-site supervisor, please provide the following information:

Superintendent: ___________________________ District Name: ___________________________

Title Name

District Address: __________________________________________

Please provide an outline (see Learning Plan on next page) describing the objectives, methods, and plan for evaluation, providing as much detail as possible. Prospective interns with a teaching background might find it useful to think of the Learning Plan as a lesson plan for the internship. A sample learning plan is on the next page. Please feel free to attach your own typed learning plan if there is insufficient room for your plan on the sample.

**Note: Once the Learning Plan is approved, it constitutes the expectations and direction of your internship. Should your experience suggest a change, please contact your University Supervisor at the earliest opportunity to discuss a revision of objectives and activities.**
Learning Plan

OBJECTIVES (What you want to receive specifically from the experience):

1. 
2. 
3. 
4. 
5. 

METHODS (How you intend to get what you want):

1. 
2. 
3. 
4. 
5. 

EVALUATION (How you are going to know the extent to which you were successful at getting what you wanted):

1. Log (required)
2. Activity Reports (Two required for each registered credit hour)
3. 
4. 
5. 

Number of credit hours desired: ______

Signature ______________________________________________________

For department use only

Approved / Disapproved (circle one)

If disapproved, please indicate areas needing improvement

Internship Coordinator ___________________________ Date: ________________

Signature
**INTERN LOG**

The log is used to record internship activities and to reflect on what was learned. It is to be submitted to the university supervisor at the end of the internship (15th week) and should be available during conferences with the supervisor. The log is a personal communication vehicle between you and your advisor. Your advisor will treat it as a confidential document and will return it to you after evaluation. It must be printed in a standard size type on regular white paper.

Logs can take a variety of forms. The two most common forms are “Anecdotal” and “Summary.” The Anecdotal Form is a narrative account of each event or day’s activities. The Summary Form uses the format displayed below. Regardless of the form agreed upon by the intern and his or her advisor, the purpose of the log remains to be an effective means for the intern to communicate with the advisor.

**SUMMARY FORMAT**

Record the date of the activity, briefly and concisely state what the activity was, indicate how much time was spent on the activity on that date, indicate whether you were a participant (P) or an observer (O) of the activity and designate to what extent the activity was of value to you (High – H, Medium – M, and Low – L). It is highly recommended that the activity be recorded each day. *It is also important that you reflect on what you have learned. These periodic reflections will help when it comes times to write the activities summaries.* In addition, two “Selected Activity Analyses” must be prepared for each hour of internship credit for which you are enrolled.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIME SPENT</th>
<th>ROLE (O or P)</th>
<th>VALUE (H, M, or L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15/99</td>
<td>Met with guidance counselor to discuss class loads</td>
<td>40 min</td>
<td>P</td>
<td>M</td>
</tr>
</tbody>
</table>

Reflection: Learned the complexities of the scheduling process and a consideration of factors related to teachers and the curriculum. The counselor was most helpful because of her 15 years of experience in this area.
SELECTED ACTIVITIES ANALYSIS

This analysis deals with certain chosen highlights of your experiences singled out by you because the event or activity had special significance for you. It can be one in which you have played an active role, or one which you only observed. Its significance may be positive or negative. Head the report with the date. Then describe what took place and make an objective evaluation of the activity explaining why the event/activity had significance. (Note: Your analysis must include a reflection of what you have learned from the activity.

DATE: ______________________

ACTIVITY ANALYSIS:

NOTE: Two selected activities analyses are required for each semester hour of credit in which the intern is enrolled. Additional copies may be made of this form.
CENTRAL MICHIGAN UNIVERSITY  
College of Education and Human Services  
Department of Educational Administration  
and Community Leadership  

Internship Feedback  

Intern:  _________________________________________________________________  
Site:  ___________________________________________________________________  
Semester:  _______________________________________________________________  

Please complete the form, adding any comments you think to be appropriate. Please also share your comments with the CMU intern you have supervised.  

The CMU intern accomplished the objectives s/he set…  

☐ Excellent       ☐ Adequately       ☐ Marginally       ☐ Inadequately  

Comments:  

The CMU intern engaged in internship activities…  

☐ Enthusiastically ☐ Appropriately ☐ Reluctantly ☐ Apathetically  

Comments:  

The leadership potential of the CMU intern is…  

☐ Exceptional ☐ Above average ☐ Average ☐ Limited  

Comments:
Areas in which the CMU intern demonstrated strong ability are:

Primary areas that the CMU intern might develop most immediately:

Field Supervisor Signature: _________________________________________________

Intern Signature: _________________________________________________________

Date: __________________________________________________________________

Distribution: Field Supervisor, Intern, Internship Coordinator