<table>
<thead>
<tr>
<th>Course Information</th>
<th>3 Graduate credits total. Admission is by application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>This course serves to apply the strategies and skills developed in the theoretical course work within a school organization. Students are expected to complete a 3-credit hour session working with the administrators of a school district which has agreed to sponsor their internship; thus this course requires support and commitment of a local school district. During the internship, students will plan and complete a substantive project which will benefit the district for which they are working.</td>
</tr>
</tbody>
</table>
| Course Outcomes | - Apply strategies for working in organizations  
- Apply leadership skills and theories to eliminate enduring legacies of discrimination and promote equity and promote reflective practice, vision casting and implementation, systems theory and continuous improvement, roles of leadership/followership.  
- Apply school business management strategies  
- Actively engage the community at large, relating to the culture/values of the diverse community, foster open communication  
- Develop risk analysis skills related to school administration  
- Apply problem-solving skills  
- Use technology as a tool in all aspects of the school leadership process, to maintain records and data, to analyze data  
- Apply research and best practices in school leadership  
- Apply personnel supervision skills including practices related to human resource management, working with diverse cultures  
- Apply curricular supervision skills to instructional processes and procedures  
- Apply professional oral and written communication skills |
| Hallmark Assignment | In a planned project that you lead,  
- cite any relevant historical background.  
- list one or more significant educational philosophies that would support the project goal. Include this information in the background section of your project report.  
- develop a strategic plan for your chosen project.  
- gather evaluative feedback on your ability in giving information, listening, receiving information, seeking information, and monitoring information.  
- include the steps you used in gaining consensus for your project plan.  
- include the steps and assessment of outcomes and areas for needed improvement. Following the completion of your local project, consider the ethical beliefs that guided each of your actions. Discuss these beliefs with others involved in the project. Include feedback and any recommendations. |
| Suggested Course Assignments | Schedule and complete two classroom observations for two separate teachers in two grade levels/subject areas, complete the district teacher evaluation form for the two teachers (omit names). Note the differences between a clinical model and the district evaluation form. Include the differences, recommendations, and copies of the completed forms.  
Vita—As part of the application process, develop a current professional vita. |
Review board policy on vision, mission and educational goals. Evaluate the degree to which congruence exists between the district/school vision, mission and goals. Interview administrators, faculty, and staff and obtain their perspectives regarding the vision, mission and goals. Assess the level of agreement among parties involved and the degree of similarity between what is stated "officially" and the actual practice in the district/school. Note policies and practices not aligned with the vision. List recommendations, and include your recommendations in your report.

Lead a project to develop a strategic plan for increasing students' literacy skills. Include relevant persons, e.g. teachers, students, curriculum leaders, reading specialists, special educators, and administrators. Infuse other necessary skill areas such as vision, data collection and analysis, communication, etc. Include a summary of the project, results, and recommendations.

Assist in conducting a faculty meeting or staff development session. Survey a random sample of the participants about your presentation--its strengths and the areas needing improvement.

With permission of the superintendent or principal, observe a district cabinet, school administrative team meeting, or other meeting where the leader plans to use collaborative decision making. Observe the leader's behavior in outlining goals/problem definition, seeking information, providing information, clarifying/elaborating, challenging viewpoints, diagnosing progress, and summarizing.

Select one class to complete a student evaluation of the instruction and learning in their class. Summarize the data, and meet with a group of students to discuss the strengths, weaknesses, and recommendations for using the process. Copies of the instrument, an overview of the student meeting, and recommendations for student input in the process will be included.

View the "Draft Technology Standards for School Administrators" website. Draw up a plan of how you will implement these six standards.

Inventory the technologies used by students and staff. Determine use patterns and trends as well as problems associated with the use of technology.

Lead a group of common subject and/or grade-level teachers in the development and use of a six or nine-week departmental/grade-level exam. After administering the exam, meet with the teachers to discuss the merits of this type of testing for teachers and students. Include a brief log of activities, group process used, results of your leadership, and recommendations for the use of this type of testing with your submission.

Form and lead a team of teachers to study and develop a plan for improving test scores. The area chosen should be an area identified as a weakness in school achievement. The plan should be feasible but may require additional funds and/or a broader base of support for its implementation. You will submit both the plan and an overview of the team processes used.

In any of the activities chosen where you will be leading a group, practice each of the group leadership tasks cited above. At the conclusion of the meeting, have the group members complete an evaluation of your performance of each of the tasks.

Collaborate with an experienced staff developer in one staff development activity. This activity should include planning, implementing, instructing, and evaluating. A copy of the agenda, relevant materials, and the evaluation will be included.
<table>
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<tr>
<th>Task Description</th>
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<tr>
<td>Compile a list of all professional development activities completed by the faculty of a particular school. This should include activities provided by the district/school and outside of the district/school. Note discrepancies between the type of professional development and the experience and subject areas of the teachers. Make recommendations for greater involvement in professional development by all faculty members. Include the list, patterns, and recommendations in the notebook.</td>
</tr>
<tr>
<td>Meet with a current leader involved in implementing a district/school change. Find out why the change was made and what steps were taken to make the change. Following this meeting, survey several people affected by the change to assess the support or nonsupport for the change. Analyze the stage that each person has reached, and recommend a means for moving the person to the next stage of change. Summarize your findings and recommendations.</td>
</tr>
<tr>
<td>Review the procedures for the district/school opening and closing of the school year. Observe or take an active part in these procedures. Critique the effectiveness and major concerns of these procedures.</td>
</tr>
<tr>
<td>Meet with administrators at the district/school level to gather information on placement and promotion policy and procedures. Discuss numbers of teachers teaching outside of their certification areas and the extent to which the district/school promotes and develops from within. Include a summary of the major goals, concerns, and recommendations.</td>
</tr>
<tr>
<td>Participate in the budget planning process for the district/school. An overview of the process and any recommendations will be included.</td>
</tr>
<tr>
<td>Using the summary and recommendations for the interviews completed in EDLE 540, meet with one board member or district/school administrator, and compare his or her perspective and plans for improved community relations with those of community groups. Include a summary and recommendations.</td>
</tr>
<tr>
<td>Gather and compile a list of current demands/goals that are placed under the responsibility of the position of study. These may come from state or board mandate, strategic plan, campus improvement plan, or community concerns. Relate these goals to areas on the job description and evaluation. The list of demands/goals and their relation to the job description and evaluation will be submitted.</td>
</tr>
<tr>
<td>Describe how you use technologies to accomplish administrative tasks during your internship. Delineate how the usage could have been more productive.</td>
</tr>
<tr>
<td>Review past school board agendas, reports, and/or minutes. Note significant events, policy changes, and recurring themes or concerns that affect the district/school today. Submit a summary.</td>
</tr>
<tr>
<td>Select from the provided list of interpersonal skills the ones you wish to develop throughout your internship. (2-4 are recommended, but you may add others as you become proficient in your original choices.)</td>
</tr>
<tr>
<td>Attend as many board meetings as possible. Include the agendas followed by a list of outcomes/decisions pertaining to each agenda item and any recommendations in your submission.</td>
</tr>
</tbody>
</table>
Choose a current issue at your district/school. Find at least two persons on either side of the issue. Meet with the chosen persons in a group or individually to ascertain the goals for each side. Ensure that each side understands the goals of the other side. Develop a list of concerns that each side has about the opposing side. Devise a resolution that helps both sides achieve their goals and addresses all concerns. Meet with both sides to reach consensus on the new proposal or plan. Include the goals, list of concerns, and consensus on the new proposal or plan. Include the goals, list of concerns, and consensus on goals in your submission. Include any recommendation for the school/district concerning the issue.

Submit a brief professional development plan. Plans should include deficiencies cited in the internship in the various learning areas. The plan should also include ongoing development with membership and service to pertinent organizations researched in EDLE 545.

Compile a list of books, publications, training manuals, and district or state publications used or recommended for the position for which you are preparing. This list should include resources of the highest quality and relevance to the position you desire and to educational leadership.

Participate in a 360 Evaluation for an employee in your district.

**Portfolio Assignment:** At this point your study of educational leadership and working with others becomes personal. As you complete your internship you will create a final portfolio detailing your experiences in the program. To successfully complete this assignment you should begin by re-examining each of your portfolio assignments. The original portfolio assignments were text and theory based for the most part. You will be asked to compare and contrast what you wrote then with what you experience in your internship. Therefore, as you work through your six month internship, continue to build on each assignment and reflect on whether you have changed and why or why not in each of these areas.

<table>
<thead>
<tr>
<th>Portfolio and Internship Evaluation</th>
<th>Met - 3 pts.</th>
<th>Met with Conditions - 2 pts.</th>
<th>Unmet - 1 pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>The candidate built a reflective portfolio that demonstrated content knowledge and administrative skills.</td>
<td>The portfolio was not reflective and/or did not demonstrate either content knowledge or administrative skills.</td>
<td>No reflective portfolio was produced.</td>
</tr>
<tr>
<td>ELCC Standard 1</td>
<td>The candidate met ELCC Standards: 1.1 1.2 1.3 1.4</td>
<td>The candidate met or met with conditions ELCC Standards: 1.1 1.2 1.3 1.4</td>
<td>The candidate did not meet conditions 3 or more, or did not meet at least one of the ELCC Standards: 1.1 1.2 1.3 1.4</td>
</tr>
<tr>
<td>ELCC Standard 2</td>
<td>The candidate met ELCC Standards: 2.1 2.2 2.3 2.4</td>
<td>The candidate met or met with conditions ELCC Standards: 2.1 2.2 2.3 2.4</td>
<td>The candidate did not meet conditions 3 or more, or did not meet at least one of the ELCC Standards: 2.1 2.2 2.3 2.4</td>
</tr>
<tr>
<td>ELCC Standard 3</td>
<td>The candidate met ELCC Standards: 3.1 3.2 3.3 3.4 3.5</td>
<td>The candidate met or met with conditions ELCC Standards: 3.1 3.2 3.3 3.4 3.5</td>
<td>The candidate did not meet conditions 3 or more, or did not meet at least one of the ELCC Standards: 3.1 3.2 3.3 3.4 3.5</td>
</tr>
<tr>
<td>ELCC Standard 4</td>
<td>The candidate met ELCC Standards: 4.1 4.2 4.3 4.4</td>
<td>The candidate met or met with conditions ELCC Standards: 4.1 4.2 4.3 4.4</td>
<td>The candidate did not meet conditions 3 or more, or did not meet at least one of the ELCC Standards: 4.1 4.2 4.3 4.4</td>
</tr>
<tr>
<td>ELCC Standard 5</td>
<td>The candidate met ELCC Standards: 5.1 5.2 5.3 5.4</td>
<td>The candidate met or met with conditions ELCC Standards: 5.1 5.2 5.3</td>
<td>The candidate did not meet conditions 3 or more, or did not meet at least one of the ELCC Standards: 5.1</td>
</tr>
</tbody>
</table>
EDLE 691—Internship Application

| **Course Information** | Students will register for EDLE 691, 3 credits.  
Students are required to complete a minimum of 215 hours in their requested administrative internship role. |
|------------------------|--------------------------------------------------------------------------------------------------|
| **Required Application Materials** | • EDLE 691 Internship Application  
• Vita  
• Goal statement which is a brief description of the desired administrative position and any educational requirements, skills, traits or pre-requisites to achieving that position.  
• Leadership statement addressing the purpose or motivation for leading: (a) what motivates you to do so, (b) what do you hope to accomplish as a leader, and (c) how will what you will learn during this internship lead to increased learning and overall school improvement. Select 2-4 interpersonal skills the ones you wish to develop throughout your internship and cite your plans for personal development in these areas.  
• District research and statement of acceptance and partnership  
• A 3.0 GPA or higher in your undergraduate program is required for regular admittance to any Graduate program.  
• A detailed plan, developed in conjunction with your administrator and the university supervisor, for demonstrating competence in the M.S. Educational Leadership Outcomes. |
| **Application Deadlines** | Fall: July 1  
Spring: Nov 1  
Summer: Mar 1 |

TOP

EDLE 691  
Graduate Internship Packet

This packet contains the forms you will need for your internship:
Graduate Internship Information Sheet

EDLE 691 is a supervised work internship in an appropriate setting. The intern will be required to create a portfolio. One credit of EDLE 691 equals 66 clock hours. During the semesters that you are enrolled for EDLE 691, a FSU internship supervisor will be assigned to visit your internship site and discuss your progress.

Internship Guidelines:

The internship should allow the student to:
1. Acquire and/or update skills/competencies,
2. Apply and critique (analyze) theoretical concepts/ideas.

Generally, Internships may NOT include:
1. Hours worked prior to registering for EDLE 6691,
2. Experiences that are part of consulting work,
3. Experiences that are part of your regular job description,
4. Experiences that are carried out during your regular work hours.

Internship Approval Process:

1. Complete the Graduate Internship Application. Meet with the Graduate Internship Coordinator to submit application and discuss proposed internship site and appropriate learning objectives.
2. Return completed and signed Employer/Intern Agreement to the Graduate Internship Coordinator for approval.
3. Upon approval of the Employer/Intern Agreement by the Graduate Internship Coordinator, the student may register for EDLE 691, 3 credits.

Internship Evaluation:

A final grade for EDLE 691 will be based on the following:

a. achievement of learning objectives
b. quality of work logs and journal
c. preliminary and/or final evaluations by on-site supervisor
d. evaluation by FSU internship supervisor
e. over-all quality of portfolio materials.
Graduate Internship Application

Date:___________________

Name:___________________________________ SID#:___________________________

Address:_________________________________________________________________

Street City State Zip

Phone Number: (______)________________ E-Mail Address:_______________________

Semester Requesting internship: Fall ________ Spring ________ Summer ________

Present Employer:__________________________________________________________

District/School

Supervisor's Name_________________________________________________________

Building/ Name

Employer Address:__________________________________________________________

Street City State Zip

Phone Number: (______)________________ E-Mail Address:_______________________

List other potential internship site(s), including business addresses, phone numbers and e-mail:

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Describe the goals and learning objectives that you expect to complete during your internship: (attach a job description if available)

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Top
Employer/Intern Agreement

I, _________________________________________, agree to work with _________________________________________

in the position of _____________________________

beginning on __________________ and ending on ____________________.

The employer/on-site supervisor agrees to:

1. Submit evaluation(s) of the intern’s performance.
2. Notify the intern’s FSU internship supervisor of any conflicts or conditions which could result in early termination of the internship experience, and agrees to discuss reasons for the termination with the intern’s FSU internship supervisor. The employer reserves the right to terminate the internship at any time the intern violates the terms and conditions of this agreement, and the intern and the University reserve the right to terminate the internship at any time the employer may violate the terms of this agreement.
3. Provide a work setting and opportunities in which the intern may achieve the following learning objectives: (to be completed by the intern)

The intern agrees to:

1. Work toward achievement of agreed upon learning objectives.
2. Provide FSU internship supervisor with a work schedule of internship hours.
3. Periodically, as determined by the FSU internship supervisor, submit work logs that describe learning objectives/activities and document work hours.
4. Provide the internship on-site supervisor with Internship Evaluation form(s), as determined by the FSU internship supervisor, and return completed evaluation(s) to the FSU internship supervisor.
5. Create and maintain a portfolio throughout the internship experience. The portfolio should include:
   a. A daily/weekly journal of observations and reflections about your experience.
   b. Work logs.
   c. Internship evaluations.
   d. Documents, manuals, papers, projects, etc., when appropriate, that reflect achievement of learning objectives.
   e. A final paper summarizing your observations, reflections, and achievements during your internship experience.
Please provide the following information regarding the internship site:

Employer:_______________________________________________________________

On-Site Supervisor ________________________________________________________
                               District/School/ Name

Employer Address:______________________________________________________________
                               Street/City/State Zip

Phone Number: (______)________________ E-Mail Address:_______________________

WE THE UNDERSIGNED hereby agree to the terms and conditions of this agreement:

Intern:__________________________________________           Date:________________

District/School Representative:_______________________          Date:________________

Internship On-site Supervisor:________________________          Date:________________

Graduate Internship Coordinator:_____________________           Date:________________

Approved for _____ (#) credits for ______________ for ______________ EDLE 691
                               Semester / Year

Return this form to:
MSEL Internship Coordinator
Ferris State University
School of Education – Bishop 421
1349 Cramer Circle
Big Rapids, MI 49307
Phone: 231. 591.3511
Fax: 231.591.2043
SAMPLE WORK LOG (An electronic format is available)

Intern Name____________________________

Employer/Agency:________________________

Monday____________________________________________________________________

Tuesday____________________________________________________________________

Wednesday__________________________________________________________________

Thursday___________________________________________________________________

Friday______________________________________________________________________

Saturday___________________________________________________________________

Other comments:

Week of:_________________________________

Total Hours:________________________

Cumulative Hours:____________________