

**MENTOR ACCEPTANCE AGREEMENT**  
**YCP M.Ed. Educational Leadership Course**  
**Embedded Field Experiences / Administrative Internship**

I hereby acknowledge that I have been asked to serve as the Mentor and Supervising Principal of Record for the Educational Leadership Program Course Embedded Field Experiences and Administrative Internship for \_\_\_\_\_, and I agree to supervise, mentor, and assist him/her with his/her field experiences.

I understand that this commitment will involve frequent one-on-one discussion and planning with this aspiring principal, as well as on-going feedback and development of appropriate professional attitudes and dispositions. It will also involve my working collaboratively and cooperatively with the staff of the York College Educational Leadership program.

I understand that the course embedded field experiences may require my eliciting the assistance of other district personnel and providing professional feedback and guidance to the aspiring principal as he/she completes the required experiences (see listing of course embedded field experiences).

In addition, I understand that this candidate will complete his/her administrative internship in my building and that this capstone experience involves a variety of progressively responsible administrative and supervisory experiences on-site in this and other schools or district's central office. I have reviewed the list of required course embedded field experiences, PDE PIL Standards, York College of Pennsylvania, Department of Education Administrative Internship Experience Protocols, and the Mentor-Protégé Handbook, and I certify that these experiences can and will be afforded the intern during his/her tenure.

Further, I am willing to work with this intern and the York College of Pennsylvania supervising professor from the Department of Education in meeting current expectations, in developing additional appropriate experiences and in the development of a school improvement project.

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Signature of Mentor

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Date

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Mentor's Email Address

*(see reverse)*

## Mentor and Protégé Meeting Agreement

This is an agreement between the mentor and protégé for the duration of time the protégé is enrolled in the Educational Leadership program at York College of Pennsylvania.

Some considerations:

- *Time: Consider a combination of formally scheduled and informal communications as needed.*
- *Progression of frequency of meetings: Infrequent (every two weeks) early in the program, with increasing frequency as internship approaches; frequency may be task/course specific.*

### We will meet:

\_\_\_\_\_ times per month

Meeting times \_\_\_\_\_

Meeting place(s) \_\_\_\_\_

We agree to respect each other and the profession by maintaining strict confidentiality, open and honest communication, and mutual support of each other. We commit to the completion of agreed-upon tasks to the best of our abilities.

\_\_\_\_\_  
Mentor – Signature

\_\_\_\_\_  
Protégé – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor Phone #

\_\_\_\_\_  
Protégé Phone #