Intern Responsibilities

• Determine where you wish to conduct your Internship. Contact a Principal who will be willing to serve as your Internship Mentor.

• Complete the Application for Internship (available in M.Ed. Office and on-line).

• Once you receive the Scheduling Approval Form, you may register to enroll in MED594 Administrative Internship or MED595-596 Administrative Internship I & II.

• When the YCP Educational Leadership Program Coordinator has identified a YCP College Supervisor for your Internship, you will receive from him/her the Administrative Internship Acceptance Agreement. This will confirm the particulars of your internship.

• As the beginning of the semester in which you are starting your internship nears, you will receive a time/date for the Internship Orientation. You will consult with both your Internship Mentor and the College Supervisor to assure that all of you will be in attendance. If there is a conflict with this date contact the YCP Educational Leadership Program Coordinator, ASAP.

• Once you have completed the Internship Orientation requirement, you may, in consultation with your Mentor and your College Supervisor, begin to officially complete and log the required Administrative Internship Protocols.

• Discuss with your College Supervisor the method (electronic or paper submission) and procedures (frequency and due date) you will follow in submitting your weekly Administrative Internship Experience Checklist (Weekly Logs).

• At the Orientation Session, you will be given the dates and location of any Internship Colloquia to be attended by all Interns, their Mentors, and their College Supervisors.

• Your Mentor and your College Supervisor will guide and support your acculturation into the School Leadership Culture. The Educational Leadership Program Coordinator is available to assure a beneficial and productive experience.

• In consultation with your Mentor at the end of each semester, your College Supervisor will submit a “P” or “F” grade for MED594. If you receive a “P” for MED595, you are free to register for MED596 Administrative Internship II. (Please use your internship scheduling approval form.)

• As the end of the Internship nears, schedule your “Internship Exit Interview”.