

# Administrative Internship

Bridging Theory and Practice to Reach Excellence

## *Fast Facts*

### Intern Responsibilities

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- 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”.