

# Administrative Internship

Bridging Theory and Practice to Reach Excellence

*Fast Facts*

## Supervisor Responsibilities

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- The **Mentor** will be approached by the Intern, who will request completing his/her internship in your building and under your supervision.
- When the Educational Leadership Program Coordinator has identified a **College Supervisor** for the internship, the Intern will receive the *Administrative Internship Acceptance Agreement*. This will confirm the particulars of the internship, including who will serve as the **Internship Mentor** and who has been appointed to serve as the **College Supervisor**.
- As the beginning of the internship semester nears, you will be contacted by the Intern with the Internship Orientation date/time. If you are unable to attend the assigned date/time, ask the Intern to work with the YCP Educational Leadership Coordinator to coordinate a mutually agreeable place and time for the Orientation.
- The Orientation will serve to review the requirements of the internship, highlight key elements of the **Educational Leadership Administrative Internship Manual**, and provide the forms to be used in managing the internship protocols. At this time, the **Intern** will sign the *Internship Student Agreement* form, and the **Internship Mentor** will sign the *Administrative Internship Mentor Acceptance Agreement*. As both the **Internship Mentor** and the **College Supervisor** will receive a stipend for their work with the **Intern**, both supervisors will complete a W-9 Form (unless already on file at YCP).
- College Supervisors who are new to York College of Pennsylvania will also need to go to the YCP Human Resources Office to complete forms. This will have to be done in person weekdays between the hours of 8:30am and 5:00pm.
- Following the Orientation, the **Internship Mentor** and the **College Supervisor** should meet with the Intern to review the required protocols, determine possible meeting days/times, exchange contact information, and begin the three-way partnership that the internship experience should represent.
- Once the Internship Orientation requirement has been met, the Intern will, in consultation with the **Internship Mentor** and the **College Supervisor**, begin to officially complete and log the required Administrative Internship Protocols.
- The **College Supervisor** will assure that the policies and procedures governing the Administrative Internship are followed. Further, it is the responsibility of the **College Supervisor** to assure that all required Internship Experiences are met. If an Intern cannot complete an experience, the **College Supervisor** will note this on the Administrative Internship Experience Protocols Summary, and in consultation with the **Mentor** and the Intern, identify alternative experiences that will substitute for and enhance the Intern's Administrative Internship.

- The **Mentor** and **College Supervisor** will guide and support the Intern’s acculturation into the School Leadership Culture.
- In consultation with the **Mentor** and the **Intern**, and at the end of each semester, the **College Supervisor** will submit a “P” or “F” grade for MED594-596. *This should be submitted to the YCP Educational Leadership Program Coordinator, who will enter the grade on the York College of Pennsylvania “MyYCP Portal”.* Contact the M.Ed. office at 717-815-6406 for more information.
- As the end of the Internship experience nears, the **Intern** will schedule an Internship Exit Interview. The Exit Interview will include the Intern, the Mentor, the College Supervisor, and the District Superintendent (if available).

**For MED 595 Only – Two Semester Internship** \_\_\_\_\_

- Please remind the Intern that if they receive a “P” for MED595, he/she is free to register for and will need to register for MED596 Administrative Internship II.