

CI 6319 PRACTICUM IN SCHOOL ADMINISTRATION
COURSE SYLLABUS – SPRING, 2010

AN INTERNSHIP PROGRAM IN SCHOOL ADMINISTRATION

**College of Education
Department of Curriculum and Instruction
Angelo State University**

Course: All course work is on-line at Angelo State University

Attendance: If class meetings are scheduled, attendance is voluntary.

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FOREWORD

PLEASE READ THIS PAGE CAREFULLY

Introduction

Whenever the term "internship" is used, it refers to the course *Curriculum & Instruction 6319* (Practicum in School Administration.) The term "intern" refers to the student registered for CI 6319.

This course is graded as **PASS/FAIL**. A score of at least **80%** is required to receive a **PASS**. Interns will be graded on completeness and quality of assignments, as well as observation by the field and university supervisors.

Application Instructions

Please read all the material in this document. It gives an overview of the program and explains the requirements and procedures for the internship. Share the information with your field supervising mentor.

When ready to apply for the internship, complete the application on pages 10-11 and submit it to the Department of Curriculum & Instruction for review and approval. Please fill out the application completely.

When the application is approved, **the candidate must contact the instructor and request approval to register.** The student will be notified that he/she may register for CI 6319.

An orientation meeting will be held early in the semester, and candidates are encouraged to attend. Attendance, however is voluntary.

The application on pages 10-11 provides the specifics about where the practicum will be completed. Each student must contact the appropriate person(s) in the district, obtain approval to do the practicum, and to identify the person(s) who will supervise and mentor the student.

It is important that candidates immediately provide the university instructor with a letter from the person in the district who will be the supervising mentor.

Department of Curriculum and Instruction
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THE INTERNSHIP PROGRAM IN SCHOOL ADMINISTRATION

The Department of Curriculum & Instruction maintains an internship program as a part of the professional program for the preparation of principals. The concept of the internship in educational administration is similar to that found in other professional fields. Its basic function is to enable the intern who is an almost fully-trained practitioner to gain the necessary experience in the performance of the critical tasks of his/her profession while under the close supervision of a fully-trained and experienced field supervisor and university supervisor.

To implement the above, the Department's Internship Program has four (4) primary objectives:

1. To provide the intern with a practical experience in the day-to-day administration and operation of educational institutions.
2. To enable the intern to carry out major responsibilities requiring skillful and tactful leadership with the guidance and advice of the field supervisor and of the ASU supervisor.
3. To stimulate the intern to expand and improve his/her knowledge of concepts and research in administration.
4. To encourage and assist interns to maintain and increase their knowledge of current educational problems and administrative practices.

Operationally, it is expected that the intern will participate responsibly in the performance of a broad range of administrative tasks. In addition, he/she should be given sole leadership responsibility in a specific area, preferably in the area in which the intern expects to function in a subsequent administrative assignment.

The internship in administration denotes experiences in the field to provide, depending upon the background of the student, an opportunity:

1. To enhance his professional preparation through first-hand supervised experiences, particularly if he/she has limited administrative experience.
2. To enlarge his/her experience in a variety of administrative areas, if the intern has had administrative experience in a limited area,
3. To explore his/her interests and capability for the field of school administration.
4. To move into a new area of administration from a specific or more limited experience.

PROCEDURE FOR ASSIGNMENT

- Step 1: Each candidate will complete an application form for placement in the internship program. This should be done in the semester or term prior to the semester or term in which the intern wants to register for CI 6319.
- Step 2: The candidate will be counseled by the university supervisor for the principal preparation program to determine an appropriate program for his/her internship. The program will include experiences at three levels: elementary schools, secondary schools, and central office. The minimum time spent in the internship will be **20 clock hours at each level**.
- Step 3: Scheduling of the experiences and activities the candidate has during the internship will be done by the candidate's supervising mentor in the district in collaboration with the university supervisor.
- Step 4: The candidate will begin his/her experiences according to the schedule in step 3 above, and will be monitored and advised by the university supervisor throughout the internship.

The Internship Log and Evaluation Report

It is the responsibility of the intern to keep a record of daily activities and to write reports concerning the evaluation of these activities. This document will serve as an aid to the intern in preparing to fulfill these responsibilities.

The Internship Log

The purposes of the Internship Log are:

1. To provide a record of the day-to-day activities of the intern.
2. To describe briefly the activities of other persons (students, teachers, administrators, parents, and others) when those activities have an important bearing on the candidate's experiences.
3. To provide a starting point for discussions between the intern, field supervisor, and university supervisor.
4. To aid the intern in analyzing how time is invested.
5. To provide a record of activities and data useful in the monitoring and evaluation of the candidate's internship activities.

To keep an Internship Log which fulfills the intended purposes, the candidate must should rely on the following criteria:

1. Make all entries objective, not subjective.
2. Record all significant activities.
3. Keep the log up-to-date.
4. Make at least one entry for each day of the internship.
5. Attach copies of all materials developed.
6. Turn in the log to the university supervisor at the end of the semester.

Format of the Log:

Date: Week of October 4 – 8 Total hours: 8

Date	Hours	Code	Type of Activity
10/4/04	2:00-4:00	3-P-H	Met with math teachers to work on curriculum guide.
10/5/04	1:00-2:00	13-O-M	Sat in on principal-student conference concerning a serious disciplinary problem
10/6/04	3:00-4:00	14-P-L	Helped principal tabulate teacher budget for next year
10/7/04	2:00-4:00	5-P-M	Worked with principal on schedule changes for the fall.
10/8/04		NO ACTIVITY LOGGED	

If the intern is involved in a valuable staff committee meeting on curriculum development, he/she would code the activity 3-P-H. (See letter codes on page 7.)

It is suggested that detailed notes be written on some of the activities at the time they occur so that the details are available when the semester report is written.

The log will be the basis for discussion between the intern, the field supervisor, and the university supervisor.

The Evaluation Report

At the end of each experience level, the intern will be expected to write a report of the internship activities. The report will be presented to the university supervisor.

The report should include:

- a. A brief listing and description of activities during the experience level completed.
- b. An analysis of the intern's experiences in terms of both successes and failures.
- c. An assessment of the experiences during the semester together with recommendations on how the intern experience can be made more valuable in the future.

Classification of Activities in the Log

It is suggested that the intern classify each of the activities entered in the log and that each activity be evaluated at the time the entry is made, A classification scheme is suggested here:

1. School organization and administration.
2. Superintendent-Principal-Middle Administrator relations.
3. Curriculum planning and organization.
4. Supervision of instructional programs.
5. Scheduling.
6. Administration of professional personnel.
7. Management of non-professional personnel.
8. Performance-based evaluation of personnel.
9. Administration of pupil personnel services.
10. Administration of pupil accounting systems and records.
11. School-Community relations.
- 12.. Supervision of special services and student activities.
13. Student disciplinary problems and procedures.
14. Budgeting.
15. Planning and use of facilities.
16. Employment of school personnel.
17. Professional development for staff.
18. Other:

Because the intern's responsibilities will vary, indicate the level of responsibility by using the code letter:

O - observer

P - participant

S - individual responsibility

The intern will also evaluate the importance of the experiences kept in the log. The intern will code:

L - low value experience

M - medium value experience

H - high value experience

Field Project by Intern

The intern can help improve the program of the school while gaining insight into the nature of problems by making studies of problem areas of importance and by suggesting alternatives and planning appropriate activities which will improve school programs.

For **each level of experience**, the intern should develop a proposal based upon pre-determined goals with the assistance of the field supervisor. The proposal should be approved by the university supervisor. A written report of the field project at each level of experience will be turned in to the university supervisor for evaluation.

Examples of possible areas for research projects might be:

1. Survey available professional literature and recommend procedures for establishing or improving a professional library for teachers.
2. Develop an instrument to determine teachers' knowledge of school policies.
3. Make a survey of students' attitudes regarding curriculum and instruction, making recommendations for improvement based upon the findings.
4. Develop a schedule of classes and room assignments for the next school year.
5. Survey the school plant and determine necessary alterations for a more innovative organizational design.
6. Develop plans for admitting, orienting, and assigning new pupils.
7. Make a study of the incidence and source of different types of discipline problems with recommendations for improvement.
8. Study problems relating to management of textbooks, supplies and equipment.
9. Study and plan procedures for in-service programs for teachers.
10. Study the school as it relates to the improvement of instruction and equal opportunity for all children.
11. Conduct a survey of teachers and students which identifies the primary causes for low grades received by students (e.g., not turning in homework, failing "pop" quizzes, failing major exams, absences, level of interest and motivation, perceived value and worth of subject matter content taught)

EVALUATION

Final evaluation of the intern in CI 6319 will be in terms of PASS/FAIL, with the grade to be assigned by the ASU supervisor. Factors to be considered in the evaluation are:

1. The field supervisor's evaluation of the intern. **Use the form on page 12.**
2. The University supervisor's evaluation of the intern.
3. The daily log.
4. The research projects.
5. Observations and conferences conducted by the ASU supervisor.

EACH OF THESE 5 AREAS WILL BE 20% OF THE GRADE.

APPLICATION: CI 6319 Internship Angelo State University

Check one: ____ M. Ed. & Certification ____ Certification Only

1. NAME: _____ DATE: _____

2. PHONE: Work: _____ Cell: _____ Home: _____
(Optional)

3. E-MAIL: Work: _____ Home: _____
(Optional)

4. MAIL ADDRESS: *(This may be your place of employment if you prefer.)*

Street; P. O. Box; Apartment City ZIP

5. EMPLOYER & CURRENT POSITION: (1) _____
(Your current position of employment)

(2) _____
(Name and Address of the ISD where you work)

6. DISTRICT SUPERVISOR/MENTOR AND SITE(S) OF THE INTERSHIP.

(1) Where will you complete the internship? _____

(2) Give the date and semester/term you want to register: _____

(2) Your field supervisor who will mentor and supervise you during the internship:

His/Her Name: _____ Position: _____

Office Phone: _____ ISD E-mail: _____

IMPORTANT NOTE: You must submit a letter from your ISD mentoring supervisor stating that he/she is willing to monitor and advise you. The may be mailed or it may be sent electronically to the instructor.

(Page 2 of 2, Application for Principal's Internship) Your Name: _____

7. COURSES COMPLETED: List below **courses already completed:**

<u>Course Number</u>	<u>Title</u>	<u>When Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. COURSES NOT COMPLETED: List below the courses you have **not yet completed.**

<u>Course Number</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

9. COMMENTS:

APPROVED: _____ **DATE:** _____

(ASU Advisor)

CI 6319 -- ASU -- EVALUATION REPORT BY: FIELD SUPERVISOR
Practicum in School Administration (Principal)

Intern's Name: _____ Place of Internship: _____

Beginning Date: _____ Ending Date: _____

This on-the-job experience requires a minimum of 20 clock hours of activities by the intern under the supervision of a successful practicing school principal or other administrator at each level of assignment. Please indicate the general areas of administrative experience that was provided for the intern while under your supervision. Do not check those areas where no experiences were provided.

AREAS OF EXPERIENCE

	Some experience	Much experience
1. School organization and administration		
2. Superintendent-Principal-Middle Administrator relations		
3. Curriculum planning and organization		
4. Scheduling		
5. Administration of professional personnel		
6. Management of non-professional personnel		
7. Supervision of instructional programs		
8. Performance based evaluation of personnel		
9. Administration of pupil-personnel services		
10. Administration of pupil accounting systems and records		
11. School-community relations		
12. Supervision of Special Services and student activities		
13. Disciplinary problems and procedures with students		
14. Budgeting		
15. Planning and use of facilities		
16. Employment of school personnel		
17. Professional development programs for staff		

EVALUATION OF INTERN

On a four point scale (1- poor, 2 - fair, 3 - good, 4 - excellent), I consider this intern's likelihood of success as a principal or other middle administrator to be: **1** _____ **2** _____ **3** _____ **4** _____

Strong points:

Weak points:

 (Signature of Field Supervisor/Mentor) Additional comment: (PLEASE USE BACK)