

University of Pittsburgh
School of Education
Department of Administrative and Policy Studies
School Leadership Program

INTERNSHIP INFORMATION AND PROCESS

SCHOOL LEADERSHIP CERTIFICATE PROGRAMS
(K-12 Principal Certificate; Supervisor of Curriculum and Instruction Certificate; or
Dual Certificates)

Overview of the Internship:

Near the end of the program of studies in School Leadership, students are required by the Pennsylvania Department of Education and the academic program to participate in a 90-hour internship experience. A course in the program is designed to facilitate the internship experience (ADMPS 2092, ADMPS 2093 or ADMPS 2096). The nature of the internship will be determined by a student-faculty assessment of prior professional experiences and coursework to determine the specific focus area for each student. Drawing on their log of field experiences and collected artifacts from coursework, the student will initiate an Internship Proposal. The proposal should reflect the results of the student-faculty assessment and should meet the associated internship requirements. For example, some students may have demonstrated evidence of competence in curriculum development leadership issues and have little or no evidence of competence in school finance—their individualized internship plan would allow a more complete immersion in a school finance experience to augment their coursework and professional experience.

Students should be sure to collect artifacts from their internship experience as well for inclusion in the final portfolio.

Directions for the Internship Proposal Process and Form:

- The Internship Proposal form will be initiated by the student (questions 1 through 3) as they approach their final coursework. The evidence gathered in your portfolio should support the claims of strengths you offer in response to question 1 and the area(s) for additional focus in question 2. The internship instructor will meet with the student to determine potential clinical sites, activities and timelines to complete the 90-hour requirement *based on the specific strengths and needs of the student*. The advisor may also be a part of this process, depending on needs and interests.
- In addition to decisions about location, activities and timeline, the student and the internship instructor (and possibly other faculty who may serve as mentors or supervisors) will negotiate appropriate products that will be placed in the student's portfolio to best reflect their learning within the internship.
- Program and/or other Department faculty may serve as mentors/supervisors for the internship based on their areas of expertise and availability. The Internship Proposal

must be approved by the student's advisor, internship instructor, and the School Leadership faculty.

- Once the internship is completed, the on-site portion of the experience must be approved by the cooperating administrator who supervised the student, on-site, as well as the internship instructor (and potentially, the advisor) who is responsible for checking the quality and completeness of the agreed-upon product for inclusion in the student's portfolio.

Final decisions regarding internship assignments are made by the internship instructor and program faculty and may or may not match your preferences.