

**SCHOOL LEADERSHIP PROGRAM**  
**Administrative and Policy Studies**  
**School of Education**  
**University of Pittsburgh**  
**Course Outline**  
**ADMPS 3093 Internship – Letter of Eligibility**

### **Overview**

Two clinical experiences must be completed in order to meet the requirements of the Letter of Eligibility. The experiences can take place in your own district or in a neighboring district, as long as a practicing superintendent supervises them. You will also have at least one on-site visit from your professor or a designee. During the visit your professor (or designee) will conference with your on-site supervisor and will observe you as you perform some duties associated with the two required projects.

### **Projects**

The projects must be related to a problem or issue involving *finances* at the district level (Standards I.D, II.) and a problem or issue involving *instruction* (Standards I.B., I.C., II, III.B., III.C., III.D.). The projects must: (a) result from a real need and (b) make a contribution to the district. Projects should be the result of discussions with the superintendent and should place you in situations and roles frequently experienced by a superintendent.

The projects should be selected in collaboration also with your advisor and the faculty member teaching the Internship, to ensure that your internship facilitates your completion of the requirements for certification for the Letter of Eligibility. When completed, the projects must be documented in your portfolio and its accompanying Table of Student Evidence.

### **Project Summary Form**

*During the first class session*, a project summary must be submitted for each project. The summary should include a brief description of the project, goals, necessary background work or research required, other people involved in the project and their roles, planned activities, and an approximate timeline and expected number of hours involved. Each project must be documented as indicated on the attached form.

## **Superintendent Interviews**

If you have chosen to complete projects in *your own* district, you must conduct two interviews with superintendents or assistant superintendents in *other* districts. The interviews can be broad-based so you get a good exposure to a variety of practitioners, but make sure you address one of your projects in each interview. For example, let your interviewee know what you are working on. Ask if she or he has ever done anything similar. How did he or she go about doing it? What were the results? The purpose of the interview is to illustrate the variety of perspectives and approaches people take to solving problems or addressing issues. The interviews should also be written up in the form of two separate reflections and turned in during the fifth class session..

## **Readings and Reflections**

In conjunction with your experiences in your (or another) district, choose at least two writings from the literature relevant to some phase of each of your projects(s). Please check with your professor for recommendations as well. Read the articles and turn in reflections on them during the fourth class session. The main emphasis of your reflection should be on insights you gained from your reading as it pertains to your project(s).

## **Evidence of Accomplishments**

At the final class you will turn in evidence of your work to date. Depending on the nature and scope of your project(s), there may be instances in which a project is yet to be completed. That is acceptable. What you should have is evidence such as: minutes of meetings you organized and ran, copies or videotapes of presentations you gave (PowerPoint or other), summaries of conversations, outlines of workshops, final products that resulted from your work, newspaper articles, etc. These forms of evidence will be entered into your *Table of Student Evidence* for your portfolio. On that date we will share informal conversation about your experiences and the learnings that have resulted from your work.