

Candidate Request Form for Intern Mentoring Supervisor

TO THE STUDENT

The information below is required in order to begin your internship hours. Once you have provided these details and your listed site supervisor has accepted the role through our online confirmation process, the School of Education will be able to assign you to a faculty member as your mentor who will assist you in preparing your Internship Portfolio. Please submit this form as soon as you have been admitted to the program. Your internship hours will begin with your first course and continue through all courses in the plan of study (1,000 internship hours are required by national standards).

Important: **DO NOT** complete this form until you have contacted and followed your school/district policies, and you have permission to be involved in School Administrator Internship hours. Please confirm that you have spoken to and received agreement from the supervisor you are identifying on this form.

**Intern Supervisors must be a current school administrator/principal holding a valid MS Five Year Administrator License or a Standard Career Level Administrator License. A person holding an Entry Level Administrator License cannot be recommended to serve as an Intern Supervisor.*

Please Note: No candidate can begin the Educational Leadership program without an agreement with a building administrator to be an Intern mentoring Supervisor on file.

Initial here to confirm your agreement

TO THE INTERN MENTORING SUPERVISOR

In applying for the Educational Leadership program in the School of Education at Belhaven University,

Name of Candidate

has identified you to serve as his or her Intern Mentoring Supervisor. Please review the

Supervisor's responsibilities below. Please respond by clicking Accept or Decline to communicate your intent to the University.

INTERNSHIP MENTOR SUPERVISOR'S ROLE AND RESPONSIBILITIES

On behalf of the Belhaven University School of Education, I want to thank you for agreeing to be a site mentor supervisor for one of our Educational Leadership program candidates.

The administrator candidate intern will remain a teacher in your school building fulfilling all the contractual obligations as a teacher. The assignments and duties required for the Administrator Internship are to be distributed throughout eight of the courses in the degree plan of study. Internship hours are to be completed by the candidate separate and in addition to the candidate's normal teaching load. National professional standards require a minimum of 1,000 hours of internship for candidates in the Educational Leadership degree program.

We ask that you help us with several assessment and accountability items while you are mentoring and supervising the intern.

The intern candidate will be given a project/assignment or other requirement as part of each of the eight courses in the degree plan. These project/assignments are aligned to one or two of the National Policy Board for Educational Administration Standards (NPBEA) and address CAEP and ELCC Standards for program review.

The following will be your areas of responsibility:

- Complete two (2) short Administrator Candidate Disposition Assessment Forms as a developmental assessment:
 1. One (1) during the third (3rd) course into the program
 2. A final summative disposition assessment during the eighth (8th) course
- Oversee and provide direction, as well as, give a final assessment evaluation with feedback by implementing the provided course rubric for the intern's course project/assignment at the end of each of the eight (8) required courses.
- Verify the internship hours required for the course and the completed assignment/project. Candidates are required to keep an itemized hourly log confirmed by your signature.
- Communicate with the School of Education Director of Graduate Education any concerns or discrepancies with the intern.
- Provide guidance and support as the intern develops his/her electronic portfolio.
- Provide and allow for additional administrative experiences that allow the intern to demonstrate leadership and/or management skills.

We realize that as a school administrator your time is filled with pressing matters, so we instruct our candidates to be prepared when they approach you for approval, assessment, and guidance regarding the artifacts they must complete. While candidates are enrolled in the School of Education Graduate Program at Belhaven University, the internship program is designed to begin with the first course and continue throughout eight courses in the plan of study.

At the completion of the plan of study, intern administrator candidates will be required to give an oral presentation and a defense of their Internship Portfolio by explaining how and what standard(s) their artifact(s) address. You, the Intern Mentoring Supervisor, will be invited to attend and ask questions of the candidate.

I accept the role of Intern Mentoring Supervisor for the above mentioned candidate

I decline the role of Intern Mentoring Supervisor for the above mentioned candidate

Name

E-mail

Title

District

School Building Name

School Phone Number ()

School Address

Signature

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