

**Administrative Internship Proposal
(EDU 697)**

Submitted by: _____ Date _____

EDU 697 requires the intern to complete 300 hours of administrative experience at the School level. Through gained experiences during your internship, you will be expected to demonstrate an appropriate level of skill in the administrative and supervisory competencies attached to this form.

For each competency (see attached), briefly identify the activities you plan to conduct during your internship and the percentage of time you plan to spend on each activity. This should be used as a guide for planning and organizing your activities and projects.

COMPETENCY/EXAMPLE

Leadership

- Chaired planning committee for the purpose of introducing a new grade in building for the fall

Management

- Develop a process for distributing books: supplies and equipment, and maintaining appropriate inventory records

Curriculum and Supervision

- Assist in the improvement of instruction by observing and evaluating classroom instruction.

Personnel Issues

- Interviewed prospective ELA teacher for next year

Student Issues

- Organized Arista activities for graduating 8th and 9th graders

Professional Organizations

- Collaborated with co-presenter to plan and propose panel discussion for NCTE English Leadership Conference

ADMINISTRATIVE AND SUPERVISORY COMPETENCIES

Leadership **Percentage of Time** _____

Activities _____

Management **Percentage of Time** _____

Activities _____

Curriculum and Supervision **Percentage of Time** _____

Activities _____

Personnel Issues **Percentage of Time** _____

Activities _____

Student Issues **Percentage of Time** _____

Activities _____

Professional Organizations **Percentage of Time** _____

Activities _____

Intern's Signature _____

Site Supervisor's Signature _____

Use Additional sheets if necessary.

Receipt of this form is required for the internship