

WINGATE UNIVERSITY
GRADUATE EDUCATION LEADERSHIP PROGRAM
INTERNSHIP CONTRACT

NAME

COHORT

_____	EDLD 694: Internship I	1 Semester Credit Hour	75 Hours
_____	EDLD 695: Internship II	3 Semester Credit Hours	200 Hours
_____	EDLD 696: Internship III	3 Semester Credit Hours	200 Hours

I, the undersigned, am enrolled in the course indicated above. In order to earn credit for this course, I hereby agree to complete all requirements described in the "Internship Handbook for the K-12 Principal Licensure Program".

Signature of Intern

Date

Signature of Internship Supervisor

Date

Original is included in the Internship Journal.
Return one copy to the Internship Supervisor and Mentor.

WINGATE UNIVERSITY GRADUATE EDUCATION LEADERSHIP PROGRAM

MENTOR CONTRACT FORM

The educator named below has enrolled in Wingate University's Principal Internship Program. The intern is required to spend seventy-five hours (summer) and two hundred hours (Semester I or Semester II) actively participating in campus-based administrative activities as well as other principal experiences. These hours will be scheduled jointly by the mentor and the intern.

Name of Intern: _____

Cohort: _____ Intern's E-Mail Address: _____

Summer _____ Semester I _____ Semester II _____ Year _____

Current Position: _____

School Assignment: _____

School Address: _____

Home Address: _____

Phone Number: _____

Mentor: _____

School: _____ School District: _____

School Phone Number: _____

School E-Mail Address: _____

Internship Supervisor: _____

Phone: _____

E-Mail: _____

I, the undersigned school administrator, do hereby accept the above-named intern. I will assist in supervising his/her activities for the required amount of time this semester. I understand my responsibilities as outlined in the internship handbook.

Intern's Signature

Printed Name of Intern

Mentor's Signature

Printed Name of Mentor

**WINGATE UNIVERSITY
GRADUATE EDUCATION LEADERSHIP PROGRAM
INTERNSHIP PLAN**

INTERN'S NAME

COHORT

Course No. EDLD _____ Semester _____ Year _____ Internship Hours _____

Mentor's Signature _____ Date: _____

Internship Supervisor's Signature: _____ Date: _____

Consult with your mentor to discuss activities and responsibilities you will undertake during your internship. List these activities and responsibilities and indicate which of the six ISLLC Standards are addressed. Then write a brief description of each activity and estimate the number of hours required to complete it. Ten percent of the total hours required for the internship may be used to prepare the documents for your Internship Journal.

This plan is required to focus your early actions as an intern. Adjustments may be made during the semester to reflect evolving interests and needs of the school. Changes are to be initialed by the mentor.

Review and approval of this plan will occur during the first site visit by the internship supervisor.

Activity/Responsibility: _____ Estimated Hours _____

Standard Addressed: _____

Description:

Activity/Responsibility: _____ Estimated Hours _____

Standard Addressed: _____

Description:

The format of the internship plan may be adapted by the intern to suit his/her sense of organization provided all required components are included.

WINGATE UNIVERSITY EDUCATIONAL LEADERSHIP PROGRAM

INTERNSHIP DAILY LOG

(Use a Word chart or Excel chart)

Name of Intern: _____ Cohort: _____
 Semester: _____
 School: _____
 Mentor: _____
 Internship Supervisor: _____

The intern is to devise his/her own format for recording daily internship activities. The daily log entry will include (1) the date, (2) the amount of time, (3) a narrative to describe the activity and provide pertinent details, and (4) the ISLLC Standard (number only is acceptable) which applies to this activity. Other information may be maintained in the daily log for the intern's reference.

A simple listing of activities is not acceptable. The narrative is to be a mini-news report with pertinent details about the internship activities. That is: Who was involved? What happened? When? Where? Additional pertinent details.

<u>Date</u>	<u>Description of Activity</u>	<u>Time</u>	<u>Standard</u>
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**WINGATE UNIVERSITY
EDUCATIONAL LEADERSHIP PROGRAM**

**INTERN REFLECTION LOG
WEEKLY**

Name of Intern: _____

Dates Covered: _____

Standard: _____

The intern is to devise his/her own format for maintaining the reflection log. The long-term goal for this requirement is that the intern will develop the habit of frequent professional reflection. Required components are (1) the time span (dates) covered by the reflection narrative, (2) the narrative relates to events recorded in the daily log, and (3) indicate the ISLLC Standards which apply to the activities described in the narrative.

WHAT IS A REFLECTION?

Reflection requires the intern to actually think about what he/she is doing, why they are doing it, what the outcomes are, and how the information can be used for continuous improvement. Interns are to critique their activities and then say "So what?", "What did I learn?", "What do I still need to know?", "Who can help me?", "What can I read?", "What do I do to adjust what I am doing?", etc.

Acceptable reflections are written contemporaneously with the events referred to in the intern's narrative.

**WINGATE UNIVERSITY
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MENTOR'S INTERNSHIP JOURNAL CONFIRMATION

Required at the end of each internship course and included in the Internship Journal.

Name of Intern: _____ Course No. _____

Cohort: _____

Semester: _____ Year _____

The intern's signature serves as confirmation that the documents included in this Internship Journal have been satisfactorily completed and reflect a faithful record of his/her activities and experiences.

Signature of Applicant

Date

The mentor's signature affirms the intern's activities and experiences as described in the Internship Journal.

Signature of Mentor

Date

WINGATE UNIVERSITY
 INTERNSHIP JOURNAL ASSESSMENT

Intern: _____
 Course No: _____

Cohort: _____
 Semester: _____

Satisfactory Unsatisfactory

_____	_____	Cover Sheet
_____	_____	Internship Contract (Appendix A)
_____	_____	Mentor Contract (Appendix B) signed by the principal
_____	_____	Internship Plan (Appendix C) signed by the principal
_____	_____	Daily Log Entries (Appendix D)
_____	_____	Reflection Log with weekly entries (Appendix E)
_____	_____	Mentor's Internship Journal Confirmation (Appendix F) signed by the principal
_____	_____	Seminar Log
_____	_____	Coaching Log (minimum of four)
_____	_____	Use of standard language conventions
_____	_____	Community Involvement
_____	_____	Diversity
_____	_____	ISLLC Grid
_____	PASS	
_____	FAIL	
_____		RETURN FOR COMPLETION BY _____

(Date)

Comments:

Signature of Evaluator: _____

Date: _____