

SEATTLE UNIVERSITY PROGRAM ADMINISTRATOR INTERNSHIP APPROVAL FORM

Please return to: Educational Administration Program, Seattle University
901 12th Ave., PO Box 222000
Seattle, WA, 98122

SU ID #: _____ SU Email: _____
Applicant's Name _____ Phone _____
Address / City/ Zip _____

The applicant requests an internship as follows:

School Name _____ Principal _____
Address/ City/ Zip _____
Dates of Practicum: _____ Phone _____

Applicant's Signature _____ Date _____

Because the administrative internship is a key element in the training of future principals, the collaboration between university and school is very important. This agreement constitutes the contract under which the above named student and the university supervisors will work together with local school personnel to assure the learning required under the Washington Administrative Code and the mission of the College of Education at Seattle University.

The Educational Administration program for principals qualifies successful candidates for the Washington State principal certificate. To achieve that certificate requires specific tasks of the intern and access to key information in the school setting (e.g., budgets, sample contracts, policymaking processes, administrative procedures, and relevant experience with governance structures).

The internship itself begins only when the following conditions have been met:

1. Intern has successfully completed a diagnostic assessment of the competencies for the internship.
2. Intern has developed a worksite analysis from observations and other data.
3. On-site supervisor, intern, and university supervisor have agreed to tentative plans for projects and administrative tasks required in the internship.
4. Local arrangements for access to appropriate records and policies have been made by the appropriate officials.

Approval at this time means **(1)** the opportunity for an internship will be available for the dates shown, and **(2)** the appropriate building principal will provide supervision of the internship in cooperation with the Seattle University supervisor.

_____ We will provide the internship under the conditions described above.

_____ We will provide the internship subject to these additional conditions:

_____ We request that the intern postpone the experience until _____

In addition,

_____ We assert that the supervising principal meets the WAC requirement of a certified practitioner who is performing in the role for which certification is sought (WAC 181-78A-264).

District Supervisor

Title

Date

Email

WA State Certification #