

Proposal to Serve an Administrative Internship

Directions: This is a proposal for serving as an administrative intern. Please complete all information requested and forward two copies of all requested materials to: Chairperson, Educational Leadership Department. SUNY Cortland, PO. Box 2000, Cortland, NY 13045. The information will be reviewed to assure that your proposed internship is appropriate and comprehensive. You will be notified when the review process is completed and the proposal is considered acceptable. Please note: This is not an application for registration into EDL 696 Internship in Educational Leadership. The student will be informed, usually via e-mail, about registration procedures, if and when the "Proposal to Serve an Administrative Internship" is approved.

[Last Name] [First Name] [Maiden Name] [M.I] [Social Security Number]
[For Certification Application purposes]

SUNY Cortland Student ID# #C00 _____

Program of Study [check one]: CAS_SBL CAS_SDL CAS_SDBL CAS_SBL_SDL [dual program]

<i>Permanent Contact Information</i>	<i>Internship Site Information</i>
Home Address:	Internship District:
City: State: Zip:	School Bldg:
Phone:	Address:
Cell Phone #:	
email:	City: State: Zip:
Date of Birth:	Phone:
Date your internship will begin:	Date your internship will conclude:
Name/Title of On-site Supervisor:	
Title of Internship: <i>[i.e. Building administrator, Dean of students, supervisor, etc.]</i>	
Time of day you will be serving as administrative intern: <i>[i.e. 7:30am - 12:00noon]</i>	

Internship Option: [Please check appropriate time option]

- Option 1: Half time/Full year Internship [Minimum of a block of three clock hours per day during the REGULAR STUDENT SCHOOL DAY] [1.5 credit hours per semester = 3 credit hours total]
- Option 2: Full time/Full day/Half year Internship [One semester] [Minimum of a block of six clock hours per day during the REGULAR STUDENT SCHOOL DAY] [3 credit hours total]
- Option 3: Full time/Full year Internship [Two semesters] [Minimum of a block of six clock hours per day during the REGULAR STUDENT SCHOOL DAY] [6 credit hours total]
- Option 4: Full year/Spring-Summer-Fall Internship [Minimum of a block of 1.5 clock hours per day during the REGULAR STUDENT SCHOOL DAY during Spring and Fall semesters, PLUS a minimum of 5 clock hours per day during the REGULAR STUDENT SCHOOL DAY during summer – THE SUMMER PORTION OF THE INTERNSHIP MUST BE AS A LEADER IN AN "OFFICIAL" SUMMER SCHOOL PROGRAM.] [2 credit hours each semester = 6 cr. hours total]

Requirements for admittance into an Administrative Internship [Check all requirements that have been completed]:	
	Student has been officially accepted into the Educational Leadership Department's CAS program.
	Student has completed twenty-one [21] semester hours of program course work before beginning the internship.
	Student has obtained written approval from the site supervisor
	Student has obtained written approval from the district superintendent.
	Student has developed, in collaboration with the site supervisor, a job description for the appropriate program [SBL, SDL, SBL-SDL, SDBL].

In duplicate hard copies, please attach the following items along with 2 copies of this proposal:

- A complete job description outlining the title, duties, and responsibilities of the internship. For students in the dual SBL-SDL program, the job description must be delineated at both the building and district level. The intern should spend 50% of the internship time at the building level and 50% of the internship time at the district level, with appropriate duties and responsibilities at each level.
- Letter from the on-site supervisor consenting to supervise the internship.
- Letter from the district superintendent indicating knowledge and approval of the internship.
- Directions, starting at Cortland, to your internship site.
- Color copy [plus 1 black and white copy] of the student's CAPP report [available through Banner Web at www.cortland.edu]

Applicant's Signature

Date

Please Note: Due dates for this proposal and all accompanying application materials [submitted in duplicate] are as follows: 8/1 for a fall semester start; 12/1 for a spring semester start; and 6/1 for a summer semester start. No internships are officially accepted until this internship proposal form, the job description, and the schedule are approved by all parties involved. Once this proposal has been accepted by all parties involved, the student must enroll in EDL 696 *Internship in Educational Leadership*. This proposal is not an application to the course. **Please be sure to send two copies of all materials [proposal and other required**

For Department Use Only

_____ Approved Date ____________ CAPP Check OK Date ____________

Signature of Chairperson _____

Comments: _____

College Supervisor Assigned: _____