

GUIDELINES FOR INTERNSHIP EXPERIENCE – EAPS 896, 897 and 898

Revised: 12/05

The full-year administrative internship (EAPS 896, 897 and 898) is required as part of the Advanced Graduate Certificate Programs leading to New York State certification in School Building Leadership (SBL), School District Leadership (SDL) or School District Business Leadership (SDBL). This internship provides relevant work experience in school leadership under the joint supervision of the EAPS Internship Supervisor and one or more on-site supervisors who must be certified practicing school leaders. The departmental regulations for this internship are listed below:

(1) Eligibility: In order to register for the internship, a student must be enrolled in the AGC for School Building Leadership, AGC for School District Leadership or the AGC for School District Business Leadership and have completed all required EAPS coursework. For SBL students this coursework includes EAPS 600, 601, 614 and one Social Science elective. Students enrolled in the SDL or SDBL programs should consult with their academic advisors to determine the courses necessary to qualify for admission to the internship. All students must also meet the NYS requirements for Child Abuse and Neglect Identification and Reporting Training, Safe Schools/Violence Prevention Training and Fingerprinting.

(2) Application Process: Students will complete two departmental forms, have them signed by all necessary parties, and then submit these forms along with a proposed internship plan and current resume to the EAPS Field Experience Coordinator.

Step One - Students should first complete the *Application for Internship Experience for EAPS 896, 897 and 898* and submit it to his/her academic advisor for review and approval.

Step Two - Next the student should complete the *Agreement for Internship Experience for EAPS 896, 897 and 898* and have it signed by all on-site supervisors.

Step Three – In consultation with the on-site supervisor(s) and the EAPS Internship Supervisor, the students should draft a proposed internship plan for EAPS 896 (summer). Plans for EAPS 897 (fall) and EAPS 898 (spring) will be completed after the internship is underway. The proposed internship plan should clearly specify the roles and responsibilities of the intern, the dates and hours to be devoted to internship activities, and any independent projects to be completed by the intern. Note: Interns must complete a minimum of 300 field experience hours during one term, and 150 field experience hours in each of the other two terms for a total of 600 field experience hours.

Step Four – The *Application for Internship Experience*, *Agreement for Internship Experience*, proposed internship plan, and a current resume must be submitted to the EAPS Field Experience Coordinator for review and approval by February 15th. All internships will commence in late May at the start of the first summer school session.

(3) Questions about the internship application process should be directed to the EAPS Field Experience Supervisor, Dr. Giuliano. Questions about the proposed internship plan should be directed to the EAPS Internship Supervisor.