



CENTRAL WASHINGTON UNIVERSITY

ADMINISTRATOR CERTIFICATE PROGRAM

APPLICATION FOR ADMINISTRATOR INTERNSHIP

The internship is designed to meet field-experience requirements of candidates for school administrator certification. The faculty at Central Washington University, through the school administrator Professional Education Advisory Board (PEAB), cooperates with school districts in supervising internship programs for candidates who have been carefully screened, endorsed by their district for internship involvement, and admitted to the Administrator Certification Program by the PEAB.

Type of Administrator Internship:

_____ Residency Principal (P-12)

_____ Program Administrator – Special Education

ADMISSION REQUIREMENTS – Residency Principal

- a. Candidates must be formally admitted to Central Washington University
- b. Internship candidates must have completed a minimum of three (3) years of successful, contracted teaching experience in a K-12 classroom setting
- c. **Residency Principal Internship** candidates should have completed the following course requirements prior to beginning the internship:
 - EDAD 580 – Educational Administration
 - EDAD 586 – The Principalship
 - Any two of the following: EDAD 581, EDAD 582, EDAD 583, EDAD 584, EDAD 589
 - One (1) course in Special Education (EDSE 512) and Multicultural Education (EDF 507), depending upon the background and experience of the intern
- Residency Program Administrator – Special Education Internship** candidates should have completed the following course requirements prior to beginning the internship:
 - EDAD 580 – Educational Administration
 - Any two of the following: EDAD 581, EDAD 584, EDSE 512, EDSE 585
- d. To be considered for an internship commencing in August, your application must be postmarked **NO LATER THAN MARCH 1.**

COOPERATIVE RESPONSIBILITIES: It is understood that the school district and CWU will cooperate by assuming the following internship responsibilities:

School District Responsibilities:

- a. Compliance with the Washington Administrative Code (WAC)
 - 40 hours of structured observation, prior to the internship, of 1 or more professionals serving in the role for which the candidate is being prepared.
 - School district personnel working with the administrator candidate must have 3 years experience in the role supervised.
 - An approved internship shall include at least 720 hours of on-the-job administrative experience.
 - An approved internship shall require the candidate to demonstrate skill and knowledge in six (6) Interstate School Leaders Licensure Consortium (ISLLC) Standards.
- b. Internship Commitment:
 - A minimum of one hour per day during the regular school day of in-school activities including observation and local administrative meetings. **Two hours are strongly recommended.**
 - A minimum of five days during the year: three for quarterly intern meetings and two for use in visiting other districts of attending professional meetings.
 - Day-to-day supervision of the internship experiences, and final evaluation of the candidate.

CWU Responsibilities

- a. Furnishing written information.
- b. Requesting and reviewing periodic written reports.
- c. Making visitation to the district for conferences with the interns and supervisors and for evaluating professional.
- d. Organizing group intern meetings
- e. Making possible the granting of university credit
- f. Recommending issuance of administrator certification after requirements have been met.

INTERN _____ SSN _____ DATE _____

COMPLETE HOME ADDRESS _____

SCHOOL DISTRICT INTERNSHIP SUPERVISOR _____

SCHOOL TELEPHONE _____

CREDITS FOR INTERNSHIP IN SCHOOL ADMINISTRATION

State Guidelines require that internships will be for a full academic year. CWU regulations permit 16 credits for full-year administrator internships dependent upon time of involvement and extra assignments. Standard patterns of enrollment will be four credits for pre-autumn and four credits each for Fall, Winter, and Spring quarters. Interns will register as follows:

Pre-Autumn, 4 credits	Year _____
Fall, 4 credits	Year _____
Winter, 4 credits	Year _____
Spring, 4 credits	Year _____

Candidates are expected to commence their internship in August, unless modifications are approved by the PEAB Director.

SCHOOL DISTRICT INTERNSHIP AGREEMENT: The school district agrees to make the following arrangements for the internship experience. The agreement is required and is considered a professional commitment between the school district and the CWU school administration PEAB. **(Please see School District responsibilities)**

- 40 Hours of structured observation, prior to the internship, of one or more professionals serving in the role for which the candidate is being prepared (WAC 180-78-170(1))
- _____ Hours per week during candidate’s regular assignment
- _____ Hours per week during preparation period
- _____ Hours per week before and after school and during noon hour
- _____ Days released for visitations, observations, seminar meeting, etc.
- 4 Days released for CWU quarterly intern meetings
- _____ Other: _____

APPROVED BY:

Superintendent or Assistant
Superintendent of Schools

CWU PEAB Director or
Coordinating Supervisor

CWU Intern

Please return application to: **Central Washington University
Administrator Certification Program
400 East University Way
Ellensburg, WA 98926-7409**