ELPS 606 Internship in Educational Leadership

Dr. Linda Vogel
Email – linda.vogel@unco.edu or lrvogel_1122@yahoo.com
Phone – 970-351-2119, McKee – 418A
Home Phone 970-356-3315 (Please feel free to call this number and leave a message.)

Course Description
This course provides students with the opportunity to engage in field-based experiential learning activities related to school leadership and administration. As such, this is a “hands on” course where students practice administrative and leadership skills under the guidance of a practicing administrator (the field supervisor). Students should discuss a suitable field placement with their program advisor prior to enrolling in the course. A university supervisor, who is a faculty member in the Educational Leadership Department, oversees the field-based activities and on-campus seminar. Seminar activities complement the ongoing field-based tasks by allowing students to reflect on their field experiences, to document administrative and leadership activities, and to assess the usefulness of the internship experiences on their development as educational leaders.

Relationship of Course to Program Knowledge Base

Learning experiences for this course contribute to students’ understanding of the underlying beliefs of our leadership development program (particular emphasis is given to the boldfaced statements):

- Learning, teaching, and collegiality are fundamental activities of educational organizations;
- Validated knowledge and active inquiry form the basis of practice;
- Moral and ethical imperatives drive leadership behavior;
- Leadership encompasses a learned set of knowledge, skills, and attitudes;
- Leaders effect positive change in individuals and organizations;
- Effective leadership in educational organizations depends on individual and team efforts; and
- Leaders' behavior and actions model their beliefs and values.

Relationship to Standards
The internship activities are structured to give students experience in each standard for the license they are working towards (either principal or administrator) and must demonstrate competency on each state standard, as well as all ELCC standards.

Texts/Materials
Mometric Media LLC, PLACE Principal (80) Exam Secrets Study Guide
http://www.mo-media.com/place/principal.htm

A Leader’s Journey work packet (download from ELPS website under “Forms”)

Internship Portfolio (download from ELPS website under “Forms”)

STUDENT EVALUATION:
To successfully complete course requirements, students will be expected to

1. Submit a detailed log of internship activities, written reflections for each standard and an overall internship experience reflection explaining the learning/growth that occurred related to each standard/activity, as well as supporting artifacts to document each activity. These should be well organized and clearly articulated.
2. Submit an initial and final reflection of areas of strength and weakness using *A Leader’s Journey* template.
3. Work closely with a field supervisor to complete internship goals and objectives.
4. Actively pursue a variety of clinical experiences that broaden the base of understanding about administrative roles and responsibilities.
5. Submit a completed Intern and Field Site Supervisor evaluation sheet (included in the internship portfolio packet).
6. Complete and submit the Program Completer Survey (found at the end of the Internship Portfolio).
7. Complete the requirements of the internship portfolio (referred to above in #1) which will be evaluated using the following rubric:

<table>
<thead>
<tr>
<th>ELPS 606 Internship Portfolio Rubric</th>
<th>ELCC Building Level Assessment 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coverage of Standards</strong></td>
<td>1 Does Not Meet Expectations</td>
</tr>
<tr>
<td>Experiences do not demonstrate that two competencies for each of the CO standards and related ELCC standards have been met.</td>
<td>Experiences demonstrate that two competencies for each of the CO standards and related ELCC standards are met.</td>
</tr>
<tr>
<td><strong>Documentation of Experiences</strong></td>
<td>Documentation of internship activities is not clearly presented through reflective journaling and/or logs and artifacts do not demonstrate student participation in activities for the targeted competencies.</td>
</tr>
<tr>
<td><strong>Quality of experiences</strong></td>
<td>Student experiences do not demonstrate exposure to basic administrative roles and functions, leadership nor managerial elements necessary for daily school/district operation.</td>
</tr>
<tr>
<td><strong>Completion of clock-hour requirements</strong></td>
<td>Clock-hours are undocumented or partially documented and do not meet licensure requirements.</td>
</tr>
<tr>
<td><strong>Demonstrated Learning</strong></td>
<td>Student learning is not demonstrated through reflective journaling, commentary, and/or final essay.</td>
</tr>
<tr>
<td><strong>Supervisor Relationship</strong></td>
<td>The student did not communicate with the field and/or university</td>
</tr>
</tbody>
</table>
**ELPS 606 Internship Portfolio Rubric ELCC Building Level Assessment 4**

<table>
<thead>
<tr>
<th>1 Does Not Meet Expectations</th>
<th>2 Meets Expectations</th>
<th>3 Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>supervisor to structure intern experiences.</td>
<td>adequately with both the field and university supervisor to structure intern experiences.</td>
<td>supervisors to structure and evaluate intern experiences and learning.</td>
</tr>
</tbody>
</table>

**Leadership Potential**

| Weak/Limited—Intern demonstrated significant weaknesses in multiple areas during internship experiences/activities. | Adequate—Intern demonstrated adequate capability in each standard area. | Strong—Intern demonstrated a high level of leadership in multiple areas throughout the internship experiences/activities. |

Students must achieve a 2 in each category to receive a passing grade for the internship experience.

See additional evaluation measures for the internship and portfolio on the ELPS Website under “Forms.”

Upon completion of all requirements, students will receive a grade of “S” (Satisfactory).

**Ethical Standards:** Plagiarism or other academic dishonesty of any kind will not be tolerated. Penalty for such action will result in an “F” letter grade for the course. If you are unsure of how to properly paraphrase or cite a source in APA style, we encourage you to seek assistance immediately. Problems, concerns or complaints should be discussed with the Disability Access Center.

**ACADEMIC DISHONESTY**

Plagiarism or other academic dishonesty of any kind will not be tolerated. The penalty for such action will result in an “F” letter grade for the course and/or additional sanctions as permitted under University policy. If you are unsure of how to properly paraphrase or cite a source in APA style, we encourage you to seek assistance. Problems should be discussed with one of the instructors at your earliest convenience. Situations warranting consequences will be reported to the CEBS Dean. For a complete explanation of University academic student conduct policy, see [http://catalog.unco.edu/200809/wwhelp/wwhimpl/js/html/wwhelp.htm?&accessible=true](http://catalog.unco.edu/200809/wwhelp/wwhimpl/js/html/wwhelp.htm?&accessible=true)

**Disability Access**

Students who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services at Campus Box 139 Greeley, CO 80639

Phone: (970) 351-2289 (Voice, TTY), FAX: (970) 351-4166 as soon as possible to ensure that accommodations are implemented in a timely fashion.

**Diversity Statement**

The College of Education and Behavioral Sciences (CEBS) supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated and recognized as a source of strength. We expect that students, faculty and staff within CEBS will be accepting of differences and demonstrate diligence in understanding how other peoples’ perspectives, behaviors, and world views may be different from their own. Furthermore, as stated by UNC, “The University will not engage in unlawful discrimination in...educational services against any person because of race, religion, gender, age, national origin, disability, or veteran status. It is the University’s policy to prohibit
discrimination in...educational services on the basis of sexual orientation or political affiliation.” (See http://www.unco.edu/hr/AAEO_TitleIX.htm).

Sexual Misconduct/Title IX Statement:

The University of Northern Colorado prohibits and will not tolerate sexual misconduct or gender-based discrimination of any kind. UNC is legally obligated to investigate sexual misconduct (including, but not limited to sexual assault, sexual harassment, stalking, and intimate partner violence). If you disclose an incident of sexual misconduct to a faculty member, they have an obligation to report it to UNC’s Title IX Coordinator. “Disclosure” may include communication in-person, via email/phone/text message, or through in/out of class assignments. If you wish to speak confidentially about an incident of sexual misconduct, please contact the UNC Counseling Center (970-351-2496) or the Assault Survivors Advocacy Program (970-3514040). If you would like to learn more about sexual misconduct or report an incident, please visit www.unco.edu/sexualmisconduct.