

Gonzaga University

School of Education

The School Leadership Collaborative Intern and School Mentor Guide

Principal Certification
Program Administrator Certification



Department of Educational Leadership and Administration
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Socially responsible professionals who serve with care, competence, and commitment.

Welcome to Gonzaga University

Welcome to the Educational Administration Program at Gonzaga University. The graduate program offers a Master of Arts Degree in Leadership and Administration, Principal Certification, and a Program Administrator Certificate. Included in this handbook is information to assist you with your decision-making process to determine if Educational Leadership and Administration is the field you wish to pursue, as well as, information to get you started with our program. If, after you have looked through the handbook, you have further questions please contact the program director for further information and guidance.

Our Mission

The Mission of the School of Education is to prepare socially responsive and discerning practitioners to serve their community and profession.

- **We model and promote leadership, scholarship and professional competence in multiple specializations.**
- **We support an environment that is challenging, inclusive, reflective, and collegial.**
- **We foster inquiry, intellectual creativity, and evidence-based decision-making to accept the challenges facing a global society.**
- **We provide academic excellence in teaching, advising, service, and scholarship.**
- **We promote, support, and respect diversity.**

The School of Education upholds the tradition of Humanistic, Catholic, and Jesuit Education.

Goals of the Internship Experience

To prepare school leaders who demonstrate the knowledge, skills, and dispositions necessary to meet the Interstate School Leaders Licensure Consortium (ISLLC Standards) for school leaders.

Educational Leadership Policy Standards: ISLLC1 2008 *as adopted by the National Policy Board for Educational Administration on December 12, 2007*

Standard 1: *An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.*

Functions

- A. Collaboratively develop and implement a shared vision and mission
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning
- C. Create and implement plans to achieve goals
- D. Promote continuous and sustainable improvement
- E. Monitor and evaluate progress and revise plans

Standard 2: *An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.*

Functions

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations
- B. Create a comprehensive, rigorous, and coherent curricular program
- C. Create a personalized and motivating learning environment for students
- D. Supervise instruction
- E. Develop assessment and accountability systems to monitor student progress
- F. Develop the instructional and leadership capacity of staff
- G. Maximize time spent on quality instruction
- H. Promote the use of the most effective and appropriate technologies to support teaching and learning
- I. Monitor and evaluate the impact of the instructional program

Standard 3: *An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.*

Functions

- A. Monitor and evaluate the management and operational systems
- B. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources
- C. Promote and protect the welfare and safety of students and staff
- D. Develop the capacity for distributed leadership
- E. Ensure teacher and organizational time is focused to support quality instruction and student learning

Standard 4: *An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.*

Functions

- A. Collect and analyze data and information pertinent to the educational environment
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources
- C. Build and sustain positive relationships with families and caregivers
- D. Build and sustain productive relationships with community partners

Standard 5: *An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.*

Functions

- A. Ensure a system of accountability for every student's academic and social success
- B. Model principles of self-awareness, reflective practice, transparency, and ethical behavior
- C. Safeguard the values of democracy, equity, and diversity
- D. Consider and evaluate the potential moral and legal consequences of decision-making
- E. Promote social justice and ensure that individual student needs inform all aspects of schooling

Standard 6: *An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.*

Functions

- A. Advocate for children, families, and caregivers
- B. Act to influence local, district, state, and national decisions affecting student learning
- C. Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies

Intern Responsibilities

- Complete and turn in on time all necessary documents that are required before, during, and at completion of the internship experience.
- Communicate openly and honestly with your school mentor and university supervisor on issues that impact your internship experience.
- Ensure that you have support from both the mentoring principal/administrator and from central office. Letters must be submitted to the Gonzaga program director prior to internship acceptance.
- Take the ISLLC self-assessment and based from that assessment develop the Professional Growth Plan. Utilizing the PGP and the assessment develop the Internship Plan. This process must be completed with the collaboration from your mentor and university supervisor and all three documents are due to the university supervisor **no later than the last week of September**. All signatures must be obtained before submitted.
- Take the initiative, with the supervisor's guidance, to be involved as much as possible in all school activities and functions.
- Maintain your daily log of internship activities and experiences along with the evidence that supports both the activities and your Internship Plan.
- Abide by all policies, rules, and guidelines of the school, district, and the university.
- Maintain an open relationship with the mentor, supervisor, and others involved in the experience.
- Maintain absolute confidentiality and ethical standards.
- It is expected that you participate and stay current with the Leadership Role Seminar modules and the course work involved with the seminar. All six modules and the course work tied to each module must be completed with a passing grade and each performance task/indicator must at least meet standard in order to complete your internship experience and receive certification.
- Maintain a professional portfolio. This can be done electronically or with a binder. The completed portfolio is submitted to the supervisor at the end of the internship experience (June).
- **One full day experience in another school setting that is dramatically different than your own is required to complete the internship.** Please look for a school that has diverse populations that are different from your current experience. A write-up must be completed that discusses the experience along with tying that experience to the ISLLC Standards.

- Utilize professional days to participate in appropriate professional development activities with approval from your mentor and supervisor.
- Each intern must complete a minimum of 540 hours to complete the internship experience. Please keep in mind 270 hours must be completed during the school day, in which teachers and students are present.
- Disposition assessments must be completed by the mentor, a colleague, and the intern at mid-program (December 10th and end of program June 5th). Documents provided via Blackboard, email, or website. The completed and signed assessments need to be provided to the program director.
- Participate in on site-visits, Skype, or K-20 coaching sessions with the university supervisor to discuss progress and review required documentation.
- Address each ISLLC standard and provide documentation of how student learning is impacted.
- Create an agenda for all meetings with your supervisor and submit in advance.

Mentor Responsibilities (School Principal)

- Serve as an administrator role model for the intern. Provide time each week to meet with your intern to discuss, share, or guide them with issues in the school setting.
- Work collaboratively with the intern to develop their Professional Growth Plan and Internship Plan. Be sure to monitor progress throughout the internship experience. Make adjustments as needed, but be sure to send an updated copy of each to the internship supervisor.
- Coordinate many opportunities for the intern to meet the ISLLC Standards. Important areas to consider: school improvement planning, budget planning, scheduling, and classroom walkthroughs, staff development, teacher evaluations, community relations and involvement, special programs, and school budgeting and resource allocation.
- Provide ongoing feedback.
- Communicate the intern's role to school faculty, students, and family members.
- Provide release time when possible so the intern receives authentic tasks and opportunities.
- Sign all necessary documents and be sure you are aware of what is being sent to the university supervisor.
- Complete the mid and end of program evaluations to be submitted to the program director by December 10th and June 5th. Documents provided via email or website.

University Supervisor Responsibilities

- Serve as a role model for the intern.
- Provide the intern with all guidelines, requirements, and documents necessary to complete the internship.
- Work with the intern to complete the PGP and Internship Plan.
- Sign off on all required documents and submit to the program director.
- Coordinate and schedule meetings with the intern and mentor.
- Meet with the intern a minimum of three times a semester to monitor progress with the internship.
- Provide feedback regarding performance of internship requirements.
- Monitor progress with their internship log, PGP, and internship plan in regards to documentation and evidence.
- At the end of the internship review and evaluate the intern's portfolio and performance tasks. When all items have met standard then complete the Completion Verification Form and submit to the Program Director.
- Be sure to provide a final grade to the university.

Resources

All documents will provided to you prior to your internship via email and can be found on the internship Blackboard site. Some documents may also be found on the Gonzaga website:
www.gonzaga.edu/soe/admincert

Additional Resources:

AWSP: www.awsp.org
 AWSP Intern Support: awsp.org/ProDev/Princinternship/Internsupport

Faculty

The faculty at Gonzaga University is dedicated to the academic success of each student in the program. For further information you may contact the following faculty and staff members:

Program Director and Internship Supervisor:

Dr. Cynthia Johnson
 E-mail: johnsonc2@gonzaga.edu
 Phone: (509) 313-3650

Mentor Agreement

I, _____ agree to provide the needed time and commitment for _____ (intern name) to complete the 540 internship hours. By signing this form it is my obligation to provide both the opportunities and experiences as required by the Gonzaga University Administrative Program.

Signature of: Mentor: _____ Date: _____

School: _____

School District: _____

Signature of Intern: _____ Date: _____

Signature of Supervisor: _____ Date: _____