**REGIS UNIVERSITY**

**(Suggested Leadership Activities for the Principal Internship)**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title & Number\_\_\_EDLS 695\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to the data collection process, the student will earn internship hours through participating in the school as directed by the Cooperating Supervisor.

**COURSE REQUIREMENTS**

1. Participate fully in the duty day by observing, helping, and completing assignments.
2. Follow the guidelines and schedules of the school/district and read all manuals

and other pertinent documents.

1. Complete the internship assignment.
2. Enhance capabilities through growth from critique by the cooperating supervisor.
3. Attend meetings, parent conferences, workshops, in-service days, etc., as requested.

**OBJECTIVES/ LEADERSHIP ACTIVITIES**: The Cooperating Supervisor will ensure that the student has access to experiences in the following areas as much as is feasible. Upon completion of this course, the student will know or be able to do the following:

* Shadow the cooperating supervisor throughout the day to learn day-to-day responsibilities.
* Understand the variety of responsibilities of the principalship.
* Understand and implement state and federal laws and regulations.
* Learn and handle attendance procedures.
* Observe and evaluate teachers in all areas of teacher performance.
* Plan and deliver an inservice.
* Create and deliver a meeting agenda.
* Work on curriculum implementation planning.
* Supervise classified school personnel.
* Participate in student discipline practices.
* Create and expend a budget.

**ASSESSMENTS**

The student will be evaluated on the extent to which he or she successfully completes all objectives and requirements and has the recommendations of the cooperating supervisor and course instructor.

**CONFIDENTIALITY**

As the student works through the Principal Internship, it is known that the student may be privy to confidential student and staff information. It is expected that the student will professionally guard all confidential information.

**FINAL DOCUMENTATION:**

Throughout the internship, the Course Instructor will conduct onsite visits with both the student and the Cooperating Supervisor. The Course Instructor will assess successful completion of the internship experience based on interviews with the Cooperating Supervisor.

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Student Signature

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Cooperating Supervisor Signature

**\*\*Give to Regis EDLS 695 Instructor**