



Online Master of Education

Educational Leadership with Principal Certificate | Internship Information

Purpose: Internships provide an opportunity for professional growth. The internship meets the requirements for both: (1) Eastern Washington University and (2) the Washington State Office of Superintendent of Public Instruction - Department of Certification.

Before Your Internship

1. **Internship Information** – Internship location must be identified by student.
 - a. EWU does not place students in internship locations.
 - b. Must cover the majority of the academic year and see the opening and closing of school (order can be reversed).
 - c. Must complete 540 hours of internship of experiences/activities: 50% (270 hours) must be completed during the academic school year when students and/or staff are present. 50% (270) can be completed doing such activities as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, etc.
 - d. All interns are required to identify a certificated administrator with at least 3 years of experience to serve as mentor and supervise the candidate.
 - e. FBI and WA state clearance or valid, current Teaching Certificate in WA State required.
 - f. Candidate should hold or have previously held a regular teacher, educational staff associate (ESA), or initial/continuing CTE Certificate.
 - g. Must meet Washington state competencies through internship and portfolio activities.

Internship expectations and activities will be outlined further in your canvas course.

2. **Internship and Portfolio Enrollment Courses** – Students will enroll in a combination of internship and portfolio courses occurring in separate six-week sessions. You must complete the courses as outlined in the table below.

Term	Course	Credits
Fall 1 or Spring 1	EDUC 660 - Principal Internship I	3
Fall 2 or Spring 2	EDUC 663 - Principal Portfolio I	1
Winter 1 or Fall 1	EDUC 661 - Principal Internship II	3
Winter 2 or Fall 2	None – accumulate hours only	0
Spring 1 or Winter 1	EDUC 662 - Principal Internship III	2
Spring 2 or Winter 2	EDUC 664 - Principal Portfolio II	1

3. Internship Application Process

- a. Once you have decided upon your internship location, please complete (must complete all of the following):
 - i. **Principal Internship Application Form** located here: <https://inside.ewu.edu/educgrad/princ-cert-internship-app/>
 - ii. **District Approval Form**, located here: <https://d3tb2mkdocc4em.cloudfront.net/educgrad/wp-content/uploads/sites/274/2019/03/District-Approval-Form.pdf>.
 - b. EWU Education will email a **Memorandum of Agreement (MOA)** directly to the district/facility of your choice. The MOA will be filled out and signed by a district/facility representative. The MOA is a legal document that allows EWU students to complete coursework within a district/facility.
 - i. If your district/facility requires additional information, please have them contact educgrad@ewu.edu.
 - ii. This step does not require action by the EWU student.
4. If you have questions regarding internship requirements or placement please email Dr. Pam Veltri, pveltri@ewu.edu.

During your internship:

1. Internship Expectations: Complete course requirements noted above as outlined by instructor.
2. Submit plan for internship to EWU instructor of internship course – Part of first module.
3. Logging Internship Hours - Log your hours on the electronic timesheet located here:
<https://inside.ewu.edu/educationprograms/educational-leadership-daily-time-log/>.

Instructions for completing timesheet:

1. Enter demographic and placement information
2. At the end of the form – click “Save and Continue Later”
3. Log your activities and hours each week of the internship
4. A new link will be sent every time you update your log; each time, use the newest link sent to your email
5. When the internship is complete, click the box that says the following, “I have completed my practicum, reviewed the Timesheet and am ready to submit my hours.”
6. You will receive a copy of your final submission.
7. Save this copy for your records.



Online Education Program

Principal Internship | Mentor Principal Requirements

Please note mentor requirements will change with the implementation of the new NELP standards in fall 2020.

The philosophy of EWU is that the Mentor Principal is to provide supervision of the principal intern by scheduling regular meetings, assigning projects/task, and involving the intern in as many activities as possible which demonstrate competency of the Washington State Standards. The Mentor helps the intern by listening, giving advice, demonstrating how to do a task, supporting, providing guidance and counseling.

Mentor principals must have three years of successful experience as a school administrator to assist interns. It is hoped that during the internship, Mentors will give interns a combination of leadership and management experiences, so interns get a realistic feel for the job.

RESPONSIBILITIES OF THE MENTOR PRINCIPAL

- TPEP: EWU requires the interns to complete two TPEP experiences throughout their internship year including: self-assessment, goal setting and reflective practices; evidence gathering over time; classroom observation skills; bias training; rater agreement on the four-tiered system; use of student growth data and multiple measures of performance; evaluation conferencing; development of classroom teacher and principal support plans resulting from an evaluation; and use of an online tool to manage the collection of observation notes, teacher-and-principal-submitted materials, and other information related to the conduct of the evaluation in your school.
- Organizing job expectations with the intern, hopefully before the school year begins, or very early in the school year. The Washington State Standards Internship Year Reporting Document is the instrument that will be most helpful for developing responsibilities.
- Reviewing and completing an initial pre-internship rating of the intern on the Washington State Standards Internship Year Reporting Document early in the year, prior to the university supervisor's visit.
- Before the year ends, the Mentor principal must check off, rate the intern and sign this document for the intern and affirm that the intern has completed the required 540 hours of internship experience.
- On-site supervision of the intern by the principal is both a formal and informal responsibility. The mentor should regularly schedule conferences and make helpful suggestions to the principal. The principal should frequently touch base with the university supervisor if the internship is not going smoothly.
- Work with the intern on suggested internship activities related to the Washington State Standards.
- Help interns get involved in activities that balance their experiences. For example, if the intern spends 90% of his/her time on discipline or teacher evaluation, then the internship will not provide for a balanced experience. Using the Washington State Standards document as a guideline can be very helpful in keeping responsibilities balanced.
- **The experiences outlined on the following page must be part of the Internship experience. The mentor principal affirms that these internship activities have occurred.**

SCHOOL IMPROVEMENT PLAN

- Significant involvement in SIP development process
- Active participation in at least one segment of SIP

PARTICIPATION IN TEACHING/LEARNING ACTIVITIES

- TPEP evaluation of two teachers w/written forms prepared by utilizing district's electronics format
- Staff development activities
- Curriculum discussions and decisions
- Analysis of disaggregated student data and instructional implications
- Student discipline

INCLUSION IN DISTRICT AND BUILDING ISSUES

- District administrative meetings
- Extensive district professional growth and TPEP training

EXPOSURE TO AND PARTICIPATIONS IN RESOURCE MANAGEMENT

- Scheduling for students and staff
- Budget development and implementation
- Staffing decisions
- Facilities management
- Building safety and security
- Legal, contract and policy implications

PARTICIPATION WITH PARENT AND COMMUNITY ACTIVITIES

- School Board meetings
- Parent groups
- Legal and policy issues for special populations
- Activities outside the school realm

OTHER SIGNIFICANT ACTIVITIES (please list)



District Approval Form

Eastern Washington University Department of Education

To District Superintendent (or Official Designee)

From Dr. Ann Van Wig, Graduate Director

Date _____

Subject Principal Internship

Applicant Name _____ **School Year** _____

The applicant listed above is completing the requirements for a Residency Principal Certificate and is eligible to complete the internship during the school year listed above. Your approval and collaboration for the completion of the internship in compliance with, WAC 181-78A-125, includes the following:

1. Appointment of a qualified mentor principal or assistant principal (whose signature appears below).
2. Your ability to facilitate a total of 540 hours:
 - a. Half (270 hours) must be completed during the academic school year when students and/or staff are present.
 - b. Half (270 hours) may be completed doing such activities as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, projects for the principal, etc.
3. Access to activities and experiences deemed essential in the principalship preparation program by the mentoring principal, the university supervisor, and EWU's Educational Leadership PEAB.

Not Recommended Recommended with Reservation Recommended Highly Recommended

The Mentor, with at least three years' experience as a school administrator, appointed by the Superintendent is:

Name _____

Signature of Mentor _____ **Date** _____

Comments (Use reverse side of this page, or a separate page if needed)

Signature of Superintendent _____ **Date** _____

Please scan and email to:
Eastern Washington University
Department of Education Graduate Programs
educgrad@ewu.edu

Or return by mail to:
Eastern Washington University
Department of Education Graduate Programs
311 Williamson Hall | Cheney, WA 99004



Online Master of Education

Educational Leadership with Principal Certificate | Certification Information

Steps to Apply for State Certificate

1. Complete coursework
2. Complete candidacy form (linked above) and send to Graduate Programs
3. Complete the graduation application through EagleNET (steps outlined below)
4. Principal Supervisor emails Jill Stinson (Certification Officer at EWU Education department) with verification of completed internship requirements
5. Upon completion of above:
 1. Jill Stinson - Certification Officer - sends a recommendation to OSPI
 2. Jill sends notice to candidate to apply for administrator certificate
 3. Candidate applies on OSPI website (\$)
 4. **DO NOT APPLY TO OSPI UNTIL YOU HAVE HEARD FROM JILL STINSON**
6. The Graduate Programs Office will send out the student diploma.

Graduates of Eastern Washington University's programs complete requirements to be recommended for certification or endorsement in the state of Washington. Except for Washington State, EWU has made no determination if this program will lead to licensure in your state or the state in which you are seeking licensure. Please use the link below to the Certification Office webpage and reference the "Out-of-State Certification and/or Reciprocity Information" section to determine licensure requirements and/or transfer policies in your state.

<https://inside.ewu.edu/education/certification/>