



**Pacific Lutheran University  
School District Superintendent Internship Agreement**

*Performance Measures: Visionary Leadership, Instructional Improvement, Effective Management, Inclusive Practice, Ethical Leadership and Social-Political Context*

**Intern Information**

Name of Intern \_\_\_\_\_ Current Position \_\_\_\_\_  
Current School/District \_\_\_\_\_ Telephone Number \_\_\_\_\_

**School District Information**

School District \_\_\_\_\_ Superintendent \_\_\_\_\_  
Internship Site \_\_\_\_\_ Mentor Supervisor/Superintendent \_\_\_\_\_  
Site Address \_\_\_\_\_  
Mentor Position (superintendent, deputy or assistant) \_\_\_\_\_  
Mentor Email \_\_\_\_\_

**Purpose of Internship:** The purpose of the internship is to provide practical experience in the duties and responsibilities of the superintendent. The internship experiences should align with the Washington State Standards and the skills defined in the Washington Administrative Code (WAC). It is expected the intern will have opportunities to acquire knowledge, demonstrate skills, and solidify core values and beliefs in areas of management and leadership. The intern must complete a minimum of 540 hours of internship related activities that may include activities before and after the regular student school year.

**Responsibilities of School District Superintendent Mentor:** Mentor responsibilities include supervision, guidance, and assistance to the intern in planning and implementing internship activities. It is expected the intern will have an opportunity to experience most of the management and leadership responsibilities of the superintendent. The mentor is expected to provide feedback on a regular basis and to help the intern understand the role, responsibilities and the “how” and “why”. It is expected the mentor will include the intern in district meetings and activities and act as the intern’s advocate, as appropriate.

**Responsibilities of University Field Supervisor:** The university field supervisor will provide oversight for the internship through communications and/or site visits with the intern and the district superintendent mentor. The supervisor will meet regularly with the intern to provide guidance and counseling as to the completion of the requirements of the internship. The university liaison will communicate any concerns to the mentor in a timely fashion.

**Plan Approved by**

Student Intern \_\_\_\_\_ Date \_\_\_\_\_  
District Mentor Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_\_

*Please return completed form to student intern.*