

Pacific Lutheran University – School District 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 _____	Telephone Number _____

School District Information	
School District _____	Superintendent _____
Internship Site _____	Mentor Supervisor _____
Site Address _____	
Mentor Position _____	Mentor Email _____
<p>Purpose of Internship: The purpose of the internship is to provide practical experience in the duties and responsibilities of the principal/program administrator. 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.</p>	
<p>Responsibilities of School District 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 principal/program administrator. The mentor is expected to provide feedback on a regular basis and to help the intern understand the “why” as well as the “how” of school/district events. It is expected the mentor will include the intern in district meetings and activities and act as the intern’s advocate, as appropriate.</p>	
<p>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 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</p>	
Plan Approved by	
Student Intern _____	Date _____
District Mentor Supervisor _____	Date _____
Superintendent of Schools _____	Date _____

Please return completed form to student intern.