

Semester: \_\_\_\_\_  
EDDN 697

Date: \_\_\_\_\_

**INTERNSHIP AGREEMENT** (rev.6.27.18)  
**(PRINT OR TYPE)**

Home Address: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
District: \_\_\_\_\_

Site: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

Site Supervisor's work email address: \_\_\_\_\_

Site Supervisor's Personal email address: \_\_\_\_\_

The student indicated above has been approved for participation in the internship program in School Administration and Supervision at Touro College. The student agrees to comply with all regulations of the New York State Department of Education regarding college sponsored and school supervised internships. The New York State certified school supervisor or administrator indicated above will supervise the intern on site.

The intern will be responsible for:

1. Attending a Touro **internship orientation session**.
2. Attending one mandatory **three-hour seminar**.
3. Maintaining a **daily log** of internship activities that are supervisory or administrative in nature. This *must* follow prescribed format.
4. Preparing a **situation journal** which details thirty (30) administrative situations expanded from activities in the daily logs. This *must* follow the prescribed format.
5. Writing a **grant proposal including an estimated budget**.
6. Writing an **action research paper**.
7. Presenting all work in an **electronic portfolio**.

The internship will require a total of three hundred (300) hours. The site supervisor will supervise the intern on a daily basis and will confer with the Touro College Faculty Advisor. The intern will be visited by a Touro College Faculty Advisor during the semester for the purpose of reviewing the intern's performance and consulting with the site supervisor.

**Signatures:**

**Intern:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_