

Semester: \_\_\_\_\_

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

EDDN 698 SDL

**INTERNSHIP AGREEMENT (PRINT or TYPE) rev. 6.28.18**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

District: \_\_\_\_\_

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

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

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

Position: \_\_\_\_\_

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

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

District Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

District Supervisor's work email: \_\_\_\_\_

District Site Supervisor's personal email: \_\_\_\_\_

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

Fax #: ( ) \_\_\_\_\_

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 mandatory **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. Implementation of **action research paper**.
5. Conducting a case study that examines in depth a significant issue that exists in the Region or District.
6. Complete a **reflection paper** that analyzes how you believe the Touro College experience prepared you for school building/district leadership.
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 Faculty Advisor. The intern will be visited by a Faculty Advisor twice during the semester for the purpose of reviewing the intern's performance and consulting with the site supervisor.

**Signatures:**

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

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

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

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

**Region/District Supervisor:** \_\_\_\_\_

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

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

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