

## **Administrative Internship Description**

The administrative internship offered at UMSL in Educational Leadership and Policy Studies (Education Administration) is designed to integrate theory with the contextual challenges of the educational system. The intern will participate, to the maximum extent possible, in a variety of administrative activities. The individual who is primarily responsible of the quality of the internship is the intern. Beginning with the planning process and the development of the “Memorandum of Agreement”, the intern must take the lead in securing the approval of the on-site and university supervisors. Likewise, in all other phases of the internship, the intern will assume the leadership role.

Internship is a three (3) hour credit with the expectation of 150 hours on-site experience. It is strongly suggested that Interns have all other course work completed or have no more than nine (9) hours to complete in their program. Intern responsibilities include:

- scheduling and conducting the on-site meetings,
- attending all seminars and administrator meetings;
- developing a statement of purpose and an educational platform,
- maintaining a log of activities;
- writing and submitting six (6) significant incident reports
- one (1) case study; carrying out all assigned activities;
- completing an ISLLA Standards Project,
- carrying out two major elective projects under the direction of the on-site supervisor;
- and participating in an evaluation of strengths and concerns related to the internship experience.

The documents will be collected in an intern notebook portfolio. The intern may choose to submit the portfolio in paper or electronic format.