Instructor: James Upperman
Email: jupperma@gmu.edu
Phone: 703-993-2033
Office hours: Arranged upon request
Mailing address: MSN 4C2; 4085 University Drive, Fairfax, Va 20030
Location of classes: First class at Commerce I I, Room 101
Time of meetings: 4:30-6:30 PM
Dates of meetings: June 8, 2007
June 22, 2007
July 13, 2007
Aug 3, 2007
Other mtgs (2007-08)TBD

Course Description
A minimum 12-month internship experience is required in a variety of administrative settings with the guidance of an onsite administrator and the University advisor. Students will design a plan of activities, and execute the plan as they are engaged in the sequence of EDLE classes. The focus of all internships is to prepare leaders who understand and demonstrate the complex nature of education leadership.

Textbook(s) and/or Readings:
Internship Manual (Revised January 2007) will be posted on BLACKBOARD
Osterman and Kottkamp, Reflective practice; Professional development to improve student learning. Corwin Press.2004

Course Expectations and Requirements

1. It is understood that the purpose of the internship is to complete the internship plan and identified activities and to follow through with the School improvement Plan developed in EDLE 690. Each intern must be actively involved in the internship, logging in and reflecting on the leadership experiences that are completed each month.

2. The candidate will become familiar with and follow the Internship Manual, as revised in 2007.
3. The formal internship begins during EDLE 791 only after the satisfactory completion of the following:
   A. Interactive discussion and understanding of concepts presented by Osterman and Kottkamp.
   B. Demonstration of ability to log internship hours.
   C. Demonstration of ability to write reflective journal entries.
   D. Demonstration of understanding of scope of internship opportunities, activities and responsibilities.
   E. Completion and approval of an Internship Plan.
   F. Identification of a school-based internship site supervisor (a current school principal or his/her designee).
   G. Verification of a meeting between the intern and the site supervisor where the intern shares the scope of internship expectations as set in the internship plan.
   H. Agreement of site supervisor to serve as the supervisor of the intern.
   I. University advisor signature on the internship application.
   J. Demonstration of intern's ability to enter internship artifacts and entries into TASKSTREAM. (still being developed as of start of Summer 07 classes)

4. The intern will maintain up-to-date records, including internship hours verification; frequent reflective journal entries demonstrating growth and understanding; and artifacts of accomplishments.

5. Each intern will complete all required and elective experiences, resulting in a minimum of 320 hours. Experiences should include a balance of activities, some of which will be outside of the primary area of assignment. It is required that experiences be completed and described in the reflective journal in at least three of the four areas of assignment (high, elementary, middle, and/or central office.) At least 40-hours must be logged in for each of the two secondary assignments.

6. It is suggested that each student will pace his/her internship activities so as to log approximately 25 hours per month, excluding one identified summer month (vacation).

7. Students will remain in contact with their university supervisor in the following ways:
   a. Participating in required group classes/meetings
   b. Responding to e-mails from university supervisor
   c. Taking the initiative to provide to the university supervisor a quarterly summary of progress to-date, with log and reflective journal entries. As we become more familiar with TASKSTREAM, your entries will be posted there.
8. Completion of collective record—the completion of the collective record is an ongoing and culminating part of the internship experience.

9. Submission of “evaluation of student intern” form competed by the supervisor/principal at end of internship.

10. Presentation of collective record to university supervisor via TASKSTREAM upon completion of all requirements. An individual meeting will be conducted to discuss the record and internship experiences prior to completion of the course. (Hard copy of collective record may be submitted, depending on progress made with TASKSTREAM implementation)

11. A successful score on the SLLA exam is a required component of EDLE 791.

Failure to meet any of these requirements will result in a failing grade or an extension of the internship (which may include the intern having to pay another 3-hours graduate credit tuition).

What Internship is not
- Internship is not the process of assuming mundane administrivia that frees a principal of a task. It may involve a regular duty assigned and monitored by the principal as part of fulfilling the internship plan.
- It is not serving on a school committee. It is chairing the committee and taking charge of committee action and activities.
- It is not simply attending a leadership related meeting or conference. It is presenting at a leadership meeting or conference. It is bringing back from the meetings skills you have learned and applying them to your internship.

Relationship of Course to Program Goals:
EDLE 791 student outcomes and activities are directly related to ELCC Standards

GSE Syllabus Statements of Expectations
The Graduate School of Education (GSE) expects that all students abide by the following:
- Students are expected to exhibit professional behavior and dispositions. See gse.gmu.edu for a listing of these dispositions.

- Students must follow the guidelines of the University Honor Code. See http://www.gmu.edu/catalog/apolicies/#TOC_H12 for the full honor code.
- Students must agree to abide by the university policy for Responsible Use of Computing. See [http://mail.gmu.edu](http://mail.gmu.edu) and click on Responsible Use of Computing at the bottom of the screen.

- Students with disabilities who seek accommodations in a course must be registered with the GMU Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester. See [www.gmu.edu/student/drc](http://www.gmu.edu/student/drc) or call 703-993-2474 to access the DRC.

- Each student must complete registration for the course and provide full payment for tuition before being the first class.

**Summer 2007 Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Focus</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8, 2007</td>
<td>1-The Internship—Syllabus overview, expectations and commitments 2- Selecting a site supervisor...what do I look for?</td>
<td>Review syllabus and internship manual and demonstrate understanding of course requirements Assignment for 6/22—read Reflective Practice for Educators---Ch 1-3 &amp; read the internship manual and prepare questions for discussion in class</td>
</tr>
<tr>
<td>June 22, 2007</td>
<td>1-Osterman and Kottkamp, Reflective practice..Ch 1-3; Professional development to improve student learning. Conwin Press.2004 2- Completing the log and journal---let's practice</td>
<td>Review selected sections and participate in class activities: role plays, discussion, etc TASKSTREAM Assignment for 7/13—bring two samples of reflective journal entries to class. Use appendix “C” letter with your site supervisor, and bring completed (signed) application form in appendix “C” to class</td>
</tr>
<tr>
<td>July 13, 2007</td>
<td>1-Review/discuss student homework 2-What is an internship experience? What is not?</td>
<td>An understanding of what goes into building an internship plan. Distinguishing between “reflective” and “narrative” writing. Practice writing in class (see sample on pages 26 &amp; 27) Assignment for 8/3—your internship plan</td>
</tr>
<tr>
<td>Aug 3, 2007</td>
<td>Internship Plan due date</td>
<td>Completed internship plan due</td>
</tr>
</tbody>
</table>

**Grading**
Students will be graded at the end of the first semester of EDLE 791 and at the end of the internship. It should be noted that an "IP" will be issued each semester (indicating that work on the internship is in progress) until such time that all requirements have been met.
Three Steps of Internship

Basically, there are three steps to receiving a grade of "S" for EDLE 791:

Step #1  Successfully complete all group sessions/classes. Receive approval of internship plan. All internship forms are completed and approved.

Step #2  Successfully and consistently fulfill all internship obligations, including the completion of quarterly summaries.

Step #3  Submission and approval of internship collective record using TASKSTREAM. (or hard copy if necessary)

Remember: When you pass the SLLA test, please provide the EDLE office with a copy of your score.

Completion of Internship

It is understood that each internship experience is to be completed and the collective record submitted to the instructor no later than December 1, 2008. An extension of the internship beyond December 1, 2008 may result in the intern having to re-enroll and pay tuition for an additional three(3) hours.