

GEORGE MASON UNIVERSITY
GRADUATE SCHOOL OF EDUCATION
College for leadership and Human Development
Educational Leadership Program
EDLE 791 – Spring 2006
From January 2006 to January 2007

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Office hours: By Appointment
* Internship meetings: February 13, 2006
March 2006 TBA
April 2006 TBA
May 2006
By Appointment

Course Description

A 12-month internship experience is required in a variety of administrative settings with the guidance of an onsite administrator and the University advisor. Some field activities of the internship are integrated into the first 18 academic graduate hours of the program. The focus of all internships is to prepare leaders who understand and demonstrate (a) professional and ethical leadership, (b) strategic leadership, (c) instructional leadership, (d) organizational leadership, and (e) political and community leadership.

Course Expectations and Requirements

1. The Intern will understand and demonstrate:
 - Professional and ethical leadership
 - Strategic leadership
 - Instructional leadership
 - Organizational Leadership
 - Political and community leadership
2. The intern will maintain up-to-date records, including internship hours verification; frequent reflective journal entries demonstrating growth and understanding; and artifacts of accomplishments.
3. The intern will implement the internship plan (previously approved in EDLE 610)
4. Each intern will complete all required and elective experiences, resulting in a minimum of 300 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.)

5. Monthly report will be communicated to your advisor.
6. Participation in at least one intern meeting per semester
7. Completion of collective record –the completion of the collective record is an ongoing and culminating part of the internship experience.
8. It is strongly suggested that the intern schedule and participate in a mid-term performance review with the intern supervisor/principal. Written feedback (You can use of the final evaluation form found in the Internship Manual for both the mid-term as well as the final evaluation) from this meeting will be used in our individual mid-internship conferences.
9. Submission of “Evaluation of Student Intern” form completed by the supervisor/principal at end of internship.
10. Presentation of collective record to university supervisor upon completion of all requirements. An individual meeting will be conducted to discuss the record and internship experiences prior to completion of the course.
NOTE: these requirements are explained in greater detail in the Internship Manual.

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).

Relationship of Course to Program Goals:

EDLE 791 student outcomes and activities are directly related to ISLLC Standards, NCATE Guidelines, and the following program goals:

- 1- Study and application of theories
- 2- Reflective practice
- 3- Improvement of communication skills
- 4- Development of skills in bringing about change
- 5- Utilization of technology as a management tool

NCATE Guidelines/Standards which relate to EDLE 791 outcomes are as follows: 1.3, 1.7, 2.1, 2.4, 3.3, 3.8, 4.1, 4.2, 4.4, 5.4, 6.4, 7.3, 8.2, 8.3, 8.4, 10.2, 10.3, 11.5, 12.1, 12.2, 12.3

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> 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 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.

Textbook(s) and/or Readings:

Internship Manual (Revised January 2003)

Grading

Students will be graded on a pass (S) or fail (F) basis. 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.

S = Pass F = Fail

Bibliography

Refer to the syllabus of each course to determine the appropriate resources.