Instructor and Advisor: Bonnie Pfoutz
Email: bpfoutz@gmu.edu
Phone: 703-536-1693
Office hours: Thurs. 1-3PM
Internship hours: Wednesday, November 9, 16, 30, December 14,
Location of classes: Marshall Building
Time of meetings: 4:30-7:30

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.

Textbook(s) and/or Readings:
Internship Manual (Revised January 2003)
Osterman and Kottkamp, Reflective practice; Professional development to improve student learning. Corwin Press.2004

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 create and implement the internship plan.

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 sent to your advisor: email a copy of your monthly intern log of hours and two of your reflective journal entries no later than the 5th of each month.

6. Participation in at least one intern meeting per semester

7. Completion of a capstone school enhancement project. This will be developed during EDRS 590 and approved by the AFA steering committee.

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. Satisfactory completion of the assignments included in this syllabus.

11. 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.

Assignments

1. Complete the self assessment and 360 assessment distributed in class. Use the information from these assessments as the basis for developing a personal professional development plan which outlines the areas in which you want to gain skills and experience.

2. Shadow your principal for a day. Keep a list of all of the activities in which you observe him/her participating. Review that list and identify which of the ISLLC standards each of those activities represent.

3. Read Osterman and Kottkamp.

4. Complete a first draft of your internship plan.

Grading

Students will be graded mid-term 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.

Bibliography

Refer to the syllabus of each class to determine the appropriate resources.
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<th>Date</th>
<th>Class Topics</th>
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<td>Four Corners</td>
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<td>11/16/05</td>
<td>Review student handbook</td>
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<td>Review internship manual</td>
<td>Sign into GMU Blackboard</td>
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<td>What are the standards? What do they look like in schools.</td>
<td>Register for Spring Semester</td>
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<td>Distribute assessments</td>
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<td>Read student handbook</td>
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<td>Read internship manual</td>
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<td>Bring questions from both</td>
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<tr>
<td>11/30/05</td>
<td>On-line Resources – Liz Hannegan, APS Library/Media Supervisor</td>
<td>Read Osterman and Kottkamp</td>
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<td>Discuss problems, theories, observations</td>
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<td>Effective v Successful leaders</td>
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<td>12/14/05</td>
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<td>Submit assignments via e-mail no later than 12/21</td>
<td>First Draft of Internship Plan</td>
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