

**George Mason University**  
**College of Education and Human Development**  
**Education Leadership Program**

EDLE 791, Section 601 – Internship in Education Leadership  
3 Credits, summer, 2019  
[June 10 through July 24 [if needed]]  
[Mondays, Wednesdays, in Saunders MS, Room 4100]

**Faculty**

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**Prerequisites/Corequisites**

EDLE 620

**University Catalog Course Description**

This course provides candidates in the Education Leadership Program with an intensive and extensive set of field experiences in a variety of school settings. In the first semester, candidates plan the internship experience, and over the next year enact their internship, reflect and document internship experiences, and prepare a culminating online portfolio that summarizes their accomplishments.

**Course Overview – Internship Requirements**

All candidates seeking state licensure in PK-12 Administration & Supervision are required by both the state and other accrediting agencies to complete a standards-based internship. The internship provides opportunities to apply theory to practice within a broad range of leadership and administrative tasks. The central focus of the internship is on planning, experiencing, and reflecting on major responsibilities in school administration and supervision. The internship **focuses on the development of skills in the six areas defined within the ELCC Standards for Building Leaders.**

Students registered for EDLE 791 should be taking EDLE 690 – **Using Research to Lead School Improvement**, or should have already completed this class. (As a culminating activity in the

EDLE 690 class, students develop a plan for implementing a **school improvement project** that becomes the capstone field experience within their internship.)

Students complete a set of required activities that scaffold to each of the ELCC standards, representing approximately half of the internship activities. One of the distinctive features of the internship within the EDLE program is that the remaining portion of the internship is designed based on a self-assessment of leadership competencies and career objectives. Your internship plan is based on dialogue with your university supervisor (the instructor for this class) and site supervisor (a licensed administrator you chose, typically from your home school), and your assessment of the leadership experiences that best demonstrate your knowledge and ability to perform the leadership proficiencies embodied in the ELCC standards.

Specific requirements in the internship are described in detail in the **Internship Manual** [current version for cohort classes]. These include the following:

1. The intern will understand and demonstrate proficiencies and dispositions consistent with the ELCC Standards for School Leaders.
2. The intern will work with their his or her university supervisor, site supervisor, and other school leaders to prepare an Internship Plan that describes field experiences the intern will pursue in order to demonstrate his/her development of the range of leadership proficiencies associated with each standard. The internship plan will include each of the required activities, including enactment and evaluation of the School Improvement Project planned during completion of EDLE 690.
3. The intern will implement the internship plan (previously approved by the University supervisor). During implementation, the intern will maintain up-to-date records, including internship hour verification; frequent reflective journal entries demonstrating growth and understanding; and compilation of artifacts reflecting accomplishments. The final portfolio must include descriptions, artifacts, and reflections for each of the required activities.
4. Internship activities will result in a **minimum of 320 clock-hours** of field-based experience. Experiences should include a balance of activities, some of which will be outside of the primary area of assignment. Experiences must 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 each of the secondary assignments.
5. The intern will participate in at least one meeting—face2face, or virtually- with the university supervisor per semester.
6. The intern will complete a Collective Record (electronic portfolio) of internship accomplishments. The preparation of the Collective Record is an ongoing and culminating part of the internship experience.
7. The intern will seek guidance and feedback from the site supervisor throughout completion of field experiences, and solicit a summative assessment in the form of the *Evaluation of Student Intern*, which is completed by the site supervisor at the end of the internship.
8. The intern will present the web-based Collective Record to the 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.

## Course Delivery Method

This course is conducted as a face-to-face class with online components. Internship is generally self-paced after the first (planning) semester; the class will meet periodically either in person or virtually throughout.

## Learner Outcomes or Objectives

Students taking this course will:

1. Know and understand how to apply planning, assessment, and instructional leadership that builds collective professional capacity;
2. Understand and apply their knowledge of systems theory and organization theory;
3. Apply management and leadership skills that achieve effective and efficient organizational operations;
4. Understand the purpose of education and the role of professionalism in advancing educational goals;
5. Apply basic leadership theories and understand influences that impact schools; and
6. Pursue improved student learning.

At the conclusion of this course, successful students should be able to:

1. Take on leadership roles within their home schools, schools at another level, and the central office with confidence and competence;
2. Reflect on what they have learned through their leadership experiences;
3. Engage in self-reflection and improvement, including participation in a 360 degree-type of evaluation and a site supervisor evaluation; and
4. Lead a specific, focused school improvement project.

## Professional Standards (National Standards and Virginia Competencies)

Each M.Ed. licensure course has at least one Performance-Based Assessment (PBA) as required by the program. The PBA for this course is the Collective Record.

This course addresses all of the **ELLC Standards**, and the following corresponding components of the Virginia Standards for School Leaders:

The program in administration and supervision preK-12 shall ensure that the candidate has demonstrated the following competencies:

- (a) Knowledge understanding, and application of planning, assessment, and instructional leadership that builds collective professional capacity, including;
  - (1) Principles of student motivation, growth, and development as a foundation for age and grade-appropriate curriculum, instruction, and assessment;

- (2) Collaborative leadership in gathering and analyzing data to identify needs to develop and implement a school improvement plan that results in increased student learning;
  - (3) Planning, implementation, and refinement of standards-based curriculum aligned with instruction and assessment; and
  - (7) Identification, analysis, and resolution of problems using effective problem-solving techniques.
- (b) Knowledge, understanding and application of systems and organizations, including;
- (1) Systems theory and the change process of systems, organizations and individuals, using appropriate and effective adult learning models; and
  - (2) Aligning organizational practice, division mission, and core beliefs for developing and implementing strategic plans; and
  - (4) Using data as a part of ongoing program evaluation to inform and lead change.
- (c) Knowledge understanding and application of management and leadership skills that achieve effective and efficient organizational operations, including;
- (2) Principles and issues of supervising and leading others to ensure a working and learning climate that is safe, secure, and respectful of a diverse school community; and
  - (5) Principles and issues related to school facilities and use of space and time.
- (e) Knowledge, understanding and application of the purpose of education and the role of professionalism in advancing educational goals, including;
- (2) Integration of high quality, content rich, job-embedded professional learning that respects the contribution of all faculty and staff members in building a diverse professional learning community; and

- (5) Intentional and purposeful effort to model continuous professional learning and to work collegially and collaboratively with all members of the school community to support the school's goals and enhance its collective capacity.
  
- (f) Knowledge, understanding and application of basic leadership theories and influences that impact schools including;
  - (4) Identify and apply the processes of educational policy development at the state, local, and school level; and
  - (5) Identify and demonstrate ways to influence educational policy development at the state, local, and school level.
  
- (g) Embedded learning strategies for improved student learning totaling at least 120 clock hours including;
  - (1) Experiential activities that complement, implement, and parallel the university curriculum;
  - (2) Complete a minimum of 320 clock hours of a deliberately structured and supervised internship that provides exposure to multiple sites (elementary, middle, high, central office, agency) with diverse student populations. These experiences shall be an integral component of a Virginia Board of Education approved preparation program. The internship shall be focused on learning for all students and shall occur in a public school or accredited nonpublic school; and
  - (3) Satisfy the requirements for the school leaders licensure assessment prescribed by the Board of Education (Individuals seeking an initial administration and supervision endorsement who are interested in serving as central office instructional personnel are not required to take and pass the school leaders assessment prescribed by the Board of Education.)

## **Required Texts**

There are no required texts for this course. However, students will be required to download and read the following:

1. Internship Manual for School Administration and Supervision Candidates
2. ELCC Standards for Building Leaders (2011 version)

## **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

Every student registered for any Education Leadership course with a required performance-based assessment are required to submit these assessments to Tk20 through Blackboard (regardless of whether the student is taking the course as an elective, a onetime course or as part of an undergraduate minor). Evaluation of the performance-based assessment by the course instructor will also be completed in Tk20 through Blackboard. Failure to submit the assessment to Tk20 (through Blackboard) will result in the course instructor reporting the course grade as Incomplete (IN).

Unless the IN grade is changed upon completion of the required Tk20 submission, the IN will convert to an F nine weeks into the following semester.

- **Time Limits**

Enrollment in the internship must total not fewer than three credit hours, representing a minimum of 320 clock-hours of field-based internship experiences. The completion of the internship takes place over a period of not fewer than 12 months. Candidates must complete and submit their culminating portfolio, the Collective Record, **within 18 months to 24 months of the date their Internship Plan is approved** by their University Supervisor (the instructor for this class).

The University Supervisor may require revision and resubmission of the Collective Record, and/or completion of additional internship activities in order to successfully complete the internship. Candidates must complete the internship and receive a satisfactory grade within 24 months of the date their Internship Plan is approved by their University Supervisor. Failure to satisfactorily complete the Collective Record and be graded in EDLE 791 will result in being assigned an NC (no credit) grade. Candidates who exceed the 24-month time limit may re-enroll in EDLE 791 to complete their internships

## **Course Policies**

Assignments are due by 11:59 p.m. on the dates listed on the syllabus. Late assignments will not be accepted except in emergency situations that have been discussed and approved by the instructor in advance of the due date. Please take advantage of instructor office hours and availability to get assistance prior to assignment deadlines.

- **Grading**

**This course takes place over an extended period of time, so students receive a grade of IP (“in- progress”) at the end of the first semester. Students are ultimately graded as “satisfactory” (S) or “no credit” (NC).**

As such, for each unit of this class, students are graded as “S” or “NC” as described below. A grade of “NC” for any unit indicates that the student has not fulfilled the requirements of the internship and must register anew for the class in a subsequent semester.

## **Professional Dispositions**

Students are expected to exhibit professional behaviors and dispositions at all times.

See <https://cehd.gmu.edu/students/policies-procedures/>

Template Revision Date: 11/14/16

## Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

## GMU Policies and Resources for Students

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students>.**

## EDLE 791.601 Weekly Course Schedule

### Tentative Weekly Schedule: EDLE 791 (Sturrock) Summer 2019

Session #	Date	Topics	Reading/Writing Assignment
1	June 10	<p>Introduction to Internship [1]</p> <p>[i] ELCC Standards [Appendix A]</p> <p>[ii] ‘Required Activities’ [17]—Appendix B</p> <p>[iii] Activity: Standards 1, 2 and 3</p> <p>[iv] Review ‘sample’ Internship Plan [Julie Bravin]</p>	<p>Internship Manual (current version)...in all Class Sessions [and throughout EDLE 791]</p> <p><i>For 6/3: Identify Site Supervisor; discuss ‘Required Activities’; look over Standards 1, 2 and 3</i></p>
2	June 12	<p><b>Fieldwork:</b></p> <p>[i] identify Site Supervisor</p> <p>[ii] Meet &amp; review Internship Plan [‘required’ &amp; possible non-required Activities for Standards 1, 2 and 3]</p> <p>[iii] Draft a rough plan for Standards 1, 2 and 3 [*use model in Appendix E*]</p>	<p><b>ELCC Standards, 1 2 and 3</b></p> <p><b>‘Required Activities’ [Appendix B]</b></p>
3	June 17	<p>Introduction to Internship [2]</p> <p>[i] Peer [2] Review of Draft Plans for Standards 1, 2 and 3</p> <p>[ii] Review ‘sample’ Internship Plan [Julie Bravin]</p> <p>[iii] Repeat process, including Standards 3 and 4</p> <p>Guest: Kate Hodgson [PWCPS]</p>	<p>Bring in [signed] Application Form [Appendix C]</p> <p>ELCC Standards, 1, 2 and 3</p> <p><i>Meet with Site Supervisor regarding required &amp; non-required activities for Standards 4, 5 and 6</i></p>
4	June 19	<p>Introduction to Internship [3]</p> <p>[i] Review Standards 4, 5 and 6</p> <p>[ii] Discuss L, A, P, O options for ‘required’ &amp; non-required activities</p> <p>[iii] Re-draft Internship Plan [Class workshop]</p>	

5	June 25	Blogchat—on Class Blog from 7:00 to 8:00pm. Q and A on [i] ELCC activities [non-required]; [ii] general questions regarding EDLE 791	Meet with Site Supervisor regarding Draft Plan
6	June 26	Introduction to Internship [4] Bring Drafts of ‘rough’ Internship Plans for Peer Review Getting Started [i] Logs [ii] Reflections [iii] Artifacts Blackboard record keeping	
7	July 1	FieldWork: Meet with Site Supervisor on Revised Plan; complete Internship Approval Form—Appendix F[ email ]	Internship Plans Due July 3rd
8	July 3	Getting Started [2]	
9	July 8	*if needed*	
	9/30/19	First log/journal submission	
	11/30/19	Second log/journal submission	
	1/31/20	Third log/journal submission	
	3/31/20	Fourth log/journal submission	
	5/31/20	Fifth log/journal submission	
	*7/31/20*	If necessary	
	tbd	Collective Records May Be Submitted... 1 year after the approval date of your Internship Plan—please make a note of it	
	tbd	Final Deadline for Collective Records –2 years after the approval date of your Internship Plan... beyond this point, students must be in contact with Internship Advisor for special provisions, <i>granted only if contact is clear and consistent.</i>	

## Resources

1. Northouse, Peter G. *Leadership: Theory & Practice*: Sage Publications, 7<sup>th</sup> edition [2015].
- 2.

