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Introduction

The Administrative Internship is an important component of preparation as a Beginning Effective School Administrator Candidate (BESAC). The internship provides students with the opportunity to explore, apply, and reflect on their knowledge and skills in a variety of leadership situations. This informational guide has been developed to encourage you, as a student preparing for a career in educational administration, to engage in early administrative field experiences and to take a portfolio approach to documenting activities throughout your educational leadership program. It will also serve as your text during the Administrative Internship EDA 6946 course.

The specific purposes of the Guide are:

- To facilitate self-assessment and the establishment of a personal program of professional development in preparation for Administrative Internships and entry-level administrative positions.
- To encourage students to become increasingly involved in the administrative work of their schools or agencies.
- To permit the planned acquisition of additional experiences and a broadened experiential base.

LOOK FOR THE FOLLOWING:

✓ These symbols are numbered consecutively throughout the Guide and indicate that you need to complete some activity or action.

♦ When you see this symbol, look for an example or additional information related to required documentation in the Appendix.

❖ This symbol will appear frequently during the next few pages and occasionally throughout the Guide to indicate answers to frequently asked questions or to provide hints which may be helpful to you.
EDA 6946 THE ADMINISTRATIVE INTERNSHIP

Making Application for the 2-semester Administrative Internship

Spring and summer internships⇒ Application due by October 1
Summer and fall internships⇒ Application due by February 1
Fall and spring internships⇒ Application due by June 1

Purpose and Objectives of the Administrative Internship

The Administrative Internship is offered to students of educational leadership to provide opportunities to work with and to learn from administrators in public schools, in postsecondary schools, and in other public and private organizations. The student, during the internship, is guided through experiences designed to provide opportunities to use previously acquired academic and professional knowledge and to establish a bond between theory and practice and educational administration. Experiences are to be aligned with the Florida Principal Leadership Standards, adopted November 2011 listed on pages 6-10 and FELE competencies listed on pages 27-30, and FLDOE expectations of a BESAC.

The principle objectives of the Administrative Internship are:

- To experience the realities of educational administration by applying classroom knowledge to actual administrative situations.
- To gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator.
- To further develop a philosophy of educational leadership as a result of the Internship.

Getting Started: Some initial considerations

The internship is one of the important culminating experiences you will have in your master's degree program or Level I certification program (BESAC). The care with which you plan for your internship is critical and will determine the success of the program.

As you begin thinking about your internship, devote some time to self-assessment. Consider your accomplishments prior to entering your graduate program and the progress you have made in both experience and academic knowledge gained up to this point. It is required that you document 200 hours of administrative experience and have an up-to-date resume upon applying for admission to the administrative internship. It is critical that as you assess your experiences you make some determinations as to the talents, skills and knowledge you will bring to an internship experience. As you engage in this self-assessment, you should further determine your areas of administrative interest and strength as well as those areas where you need or would like to gain more experience. Complete the preliminary assessment on the Florida Principal Leadership Standards and submit documentation of doing so to your UCF intern supervisor.

https://ucfced.qualtrics.com/SE/?SID=SV_dj24k1LXu5jhvPT

Having documented your experience and strengths in your resume and the related competency documentation/assessment, you should have a good sense of what you bring
The experience. Now, you can consider your needs (in light of your existing strengths), begin to think about who might best assist you and where you can gain needed knowledge or further refine your skills. Remember, as you begin the process of planning for your internship, there is no one best answer. There is no "one best site" for any internship, and there are many practicing administrators from whom you will be able to learn and benefit greatly during this experience. Consider the following variables. They relate not only to your professional background and experience but to the constraints of personal/family variables which you will need to consider in planning for your internship:

**Potential site (student/faculty demographics/grade level)**: Students are frequently required to complete internships at school sites other than their own. A portion of the experience must be performed by the intern at a site where at least 20% of the pupils are of an ethnic group other than that of the intern. If 20% of the pupils at the home school site are of an ethnic/racial group other than yours, you have met the multicultural requirements. The decision regarding grade level of the internship should be based on needed preparation for a probable "first" administrative assignment or your desire to get experience in another level. (NCATE, Standard 4)

**Potential supervising principal**: The types of experiences you desire will influence both your choice of site and principal. Typically, students engage in preliminary experiences at their home schools and are assisted to varying degrees by the principal/administrators at those sites. These administrators can be very helpful as you consider the options available to you. The supervisor must be a principal since the preparation is for a BESAC not for another position.

**Semesters of enrollment**: Students enrolling in internships must be admitted to an Educational Leadership program and be taken during the last two semesters of coursework. Substantial experience documentation should be available. It is important that students requesting internship assignments have prepared themselves as fully as possible both in terms of appropriate academic and experiential preparation.

**Personal/family considerations**: Consider the time frame for your internship early so that you can anticipate conflicts, plan for the additional time commitment an internship is sure to demand (and the additional time you will surely wish to commit). The quality of your internship will be directly related to the type of preparation you make and the time you are able to commit to the experience. Planning for any additional requirements (travel time, an often lengthened work day and any special child care arrangements) is critical to ensuring a positive experience for you.

As you consider your alternatives, seek the counsel of appropriate individuals regarding the potential site/time frame for the internship. Major academic advisors, professors of educational leadership, building administrators, and professional colleagues can be helpful in ensuring that this capstone experience builds on prior academic and
professional experiences and enhances your competence as an educational administrator. Consider experiences identified by your school district as important for potential administrators.

Keep in mind that you alone will not determine your internship placement. All placements must be approved by and finalized through the Educational Leadership University Supervisor of Administrative Internships. What you will be able to do is bring to the decision process the advantages and disadvantages of several alternatives you have considered and the rationale for your recommendation.

DEVELOPING APPROPRIATE DOCUMENTATION

1. Record your 200 hours of field experiences using the Florida Principal Leadership Standards and FELE competencies and skills. (NCATE, Standard 1)

This activity should be completed in preparation for and prior to the development of your resume. It should permit you to reflect on prior experience and determine where you may need to concentrate your efforts and broaden your experience.

As you consider the standards listed below, you may realize that you have already gained valuable experience in some of them. We recognize that experience comes not only from your years in education but may well have been gained in a variety of professional and life experiences. List these activities, their approximate dates, and the individual who supervised you.

Florida Principal Leadership Standards

Purpose and Structure of the Standards

Purpose: The Standards are set forth in rule as Florida’s core expectations for effective school administrators. The Standards are based on contemporary research on multi-dimensional school leadership, and represent skill sets and knowledge bases needed in effective schools. The Standards form the foundation for school leader personnel evaluations and professional development systems, school leadership preparation programs, and educator certification requirements.

Structure: There are ten Standards grouped into categories, which can be considered domains of effective leadership. Each Standard has a title and includes, as necessary, descriptors that further clarify or define the Standard, so that the Standards may be developed further into leadership curricula and proficiency assessments in fulfillment of their purposes.

Domain 1: Student Achievement:

Standard 1: Student Learning Results.
Effective school leaders achieve results on the school’s student learning goals.
a. The school’s learning goals are based on the state’s adopted student academic standards and the district’s adopted curricula; and
b. Student learning results are evidenced by the student performance and growth on statewide assessments; district-determined assessments that are implemented by the district under Section 1008.22, F.S.; international assessments; and other indicators of student success adopted by the district and state.

**Standard 2: Student Learning as a Priority.**

Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success. The leader:

a. Enables faculty and staff to work as a system focused on student learning;
b. Maintains a school climate that supports student engagement in learning;
c. Generates high expectations for learning growth by all students; and
d. Engages faculty and staff in efforts to close learning performance gaps among student subgroups within the school.

**Domain 2: Instructional Leadership:**

**Standard 3: Instructional Plan Implementation.**

Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments. The leader:

a. Implements the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C. through a common language of instruction;
b. Engages in data analysis for instructional planning and improvement;
c. Communicates the relationships among academic standards, effective instruction, and student performance;
d. Implements the district’s adopted curricula and state’s adopted academic standards in a manner that is rigorous and culturally relevant to the students and school; and
e. Ensures the appropriate use of high quality formative and interim assessments aligned with the adopted standards and curricula.

**Standard 4: Faculty Development.**

Effective school leaders recruit, retain and develop an effective and diverse faculty and staff. The leader:

a. Generates a focus on student and professional learning in the school that is clearly linked to the system-wide strategic objectives and the school improvement plan;
b. Evaluates, monitors, and provides timely feedback to faculty on the effectiveness of instruction;
c. Employs a faculty with the instructional proficiencies needed for the school population served;
d. Identifies faculty instructional proficiency needs, including standards-based content, research-based pedagogy, data analysis for instructional planning and improvement, and the use of instructional technology;
e. Implements professional learning that enables faculty to deliver culturally relevant and differentiated instruction; and
f. Provides resources and time and engages faculty in effective individual and collaborative professional learning throughout the school year.

Standard 5: Learning Environment.
Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida’s diverse student population. The leader:

a. Maintains a safe, respectful and inclusive student-centered learning environment that is focused on equitable opportunities for learning and building a foundation for a fulfilling life in a democratic society and global economy;
b. Recognizes and uses diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning;
c. Promotes school and classroom practices that validate and value similarities and differences among students;
d. Provides recurring monitoring and feedback on the quality of the learning environment;
e. Initiates and supports continuous improvement processes focused on the students’ opportunities for success and well-being.
f. Engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps.

Domain 3: Organizational Leadership:

Effective school leaders employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data. The leader:

a. Gives priority attention to decisions that impact the quality of student learning and teacher proficiency;
b. Uses critical thinking and problem solving techniques to define problems and identify solutions;
c. Evaluates decisions for effectiveness, equity, intended and actual outcome; implements follow-up actions; and revises as needed;
d. Empowers others and distributes leadership when appropriate; and
e. Uses effective technology integration to enhance decision making and efficiency throughout the school.
Standard 7: Leadership Development. Effective school leaders actively cultivate, support, and develop other leaders within the organization. The leader:

a. Identifies and cultivates potential and emerging leaders;
b. Provides evidence of delegation and trust in subordinate leaders;
c. Plans for succession management in key positions;
d. Promotes teacher–leadership functions focused on instructional proficiency and student learning; and
e. Develops sustainable and supportive relationships between school leaders, parents, community, higher education and business leaders.

Standard 8: School Management. Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment. The leader:

a. Organizes time, tasks and projects effectively with clear objectives and coherent plans;
b. Establishes appropriate deadlines for him/herself and the entire organization;
c. Manages schedules, delegates, and allocates resources to promote collegial efforts in school improvement and faculty development; and
d. Is fiscally responsible and maximizes the impact of fiscal resources on instructional priorities.

Standard 9: Communication. Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community. The leader:

a. Actively listens to and learns from students, staff, parents, and community stakeholders;
b. Recognizes individuals for effective performance;
c. Communicates student expectations and performance information to students, parents, and community;
d. Maintains high visibility at school and in the community and regularly engages stakeholders in the work of the school;
e. Creates opportunities within the school to engage students, faculty, parents, and community stakeholders in constructive conversations about important school issues.
   f. Utilizes appropriate technologies for communication and collaboration; and
g. Ensures faculty receives timely information about student learning requirements, academic standards, and all other local state and federal administrative requirements and decisions.
Domain 4: Professional and Ethical Behavior:

Standard 10: Professional and Ethical Behaviors.
Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. The leader:

a. Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C.
b. Demonstrates resiliency by staying focused on the school vision and reacting constructively to the barriers to success that include disagreement and dissent with leadership;
c. Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families, and local community;
d. Engages in professional learning that improves professional practice in alignment with the needs of the school system; and
e. Demonstrates willingness to admit error and learn from it;
f. Demonstrates explicit improvement in specific performance areas based on previous evaluations and formative feedback.

SBE Rule 6A-5.080 Revised November 15, 2011

2. Update your Resume.

This will give you a chance to look at yourself as others see you (at least on paper). Chances are your resume was last updated just before you acquired your current position; thus, none of your current experiences are likely to be reflected.

As you begin this task, view it as a long term project and use the current document as a benchmark from which you can begin to look at strengths you already possess and weaknesses or deficits you wish to address during your graduate program. Finalize your updated resume, but make sure to keep it in an electronic format so you can update it periodically. You will need to provide the UCF Internship Supervisor with a copy of your resume with your application.

Reexamine and update your resume as appropriate at the end of each semester of the internship. As you add experiences, you will not only be able to enhance your resume but you will be encouraged to see yourself as others do. Hopefully, your accomplishments will encourage you to continually add to your experiential base during your program.

If by chance you do not have a resume, you need to begin the process of building one. There are many books and pamphlets to help you get started. A few basic rules are posed below.

There is no single format or length that is best for a resume. Let your experience guide the development of your resume and its length. While college or university placement offices frequently encourage students to develop one-page resumes, school district administrators indicate that they would prefer more complete information. You need to convey the extent of your experience and the quality of your professional effort. If you are aspiring to an
administrative position, you should have substantial experience to support your interest. You will in all likelihood need several pages to sufficiently explain the range and breadth of your experience. Occasionally, it is useful to develop an abbreviated one-page resume for use at selected times when your full resume may not be appropriate.

Begin the process of developing a resume by listing your education and your work experience. There are no required categories or headings. You need to develop appropriate categories so as to present yourself to best advantage. People who try to finalize a resume in a very short period of time inevitably forget important accomplishments which should be included. Plan to spend parts of a couple of weeks thinking about all the things you have done and what should be included on your resume before you begin writing.

REMEMBER: Your resume often serves as your initial representative. The impression you make through your resume often determines whether you have the opportunity to receive further consideration through an interview. Be sure that your final resume represents you in the most professional manner possible in both tone and appearance. Your resume should be finalized using a letter-quality printer. It should provide accurate, up-to-date information about you and be free of grammatical and typographical errors.

♦ See Appendix for sample resume.

✔ 3. Periodically, assess your overall level of competency using the Florida Principal Leadership Standards using this link and provide documentation to the university supervisor. https://ucfed.qualtrics.com/SE/?SID=SV_dj24k1LXu5jhvPT

Florida Principal Leadership Standards - Self-Assessments
1. Review the Florida Principal Leadership Standards, website: www.floridaschoolleaders.org/fpls.aspx, complete initial assessment at the link provided in 3 above, and give documentation to the UCF supervisor.
2. Complete the midpoint self-assessment at the end of semester 1, submit it to the UCF intern supervisor, and use it to determine additional experience to seek.
3. Complete a final self assessment at the end of semester 2 (submit documentation to the UCF intern supervisor) as you consider additional types of activities that might be most appropriate for you in furthering your professional development.

Key to your success in emerging from various aspects of administrator selection processes will be your ability to demonstrate both in written responses and in interview settings that you understand the Florida Principal Leadership Standards and that you have substantial experience that provides evidence of your competency with each.

CONTACTING THE UNIVERSITY INTERN SUPERVISOR
Consult with the university supervisor early in the semester prior to enrollment. Advance planning is essential so that areas of interest, special needs, special requests and
alternatives for the experience may be considered.

4. Provide the university supervisor with a completed application for EDA 6946 Administrative Internship and copies of Required Tasks 1, 2 and 3 as previously described.

   See Appendix (p. 20) for EDA 6946 Administrative Internship Application.

5. Soon after you send the materials, contact the university supervisor to arrange for a meeting in regard to the materials and your suggestions regarding the goals of your internship and potential internship sites/supervisors.

   Once you have completed Required Tasks 1, 2, 3 and 4, a time-saving step is to have an email conversation with the University Supervisor regarding appropriate next activities. You can outline what you have done thus far, what you believe you would like to do or seek the advice of the university supervisor.

**CONTACTING A POTENTIAL SUPERVISING ADMINISTRATOR**

6. Make the initial contact with a potential supervising principal indicating your need to complete an administrative internship as a part of your graduate program (Read the following BEFORE you contact an administrator):

   It is hoped that you, as a prospective intern, will have given a great deal of time and thought to an appropriate placement for your internship. You may well have made several inquiries as to availability of possible supervisors at the time you are requesting or the appropriateness of a potential site given your specific interest/needs. Your current administrators may have helped you make contact to explore the potential for a placement. All of these activities are appropriate and really quite necessary in order to do a good job of "scouting" a site. You simply need to keep in mind that such discussions must be preliminary. All final arrangements must be approved by the university supervisor, and no internship placement can be finalized until a three-party conference is held.

   At the same time, you also need to know that if you wish or need assistance in identifying a high performing principal for a potential site, the university supervisor will initiate contact on your behalf.

   Before you make your initial contact with a prospective principal who will serve as the supervising administrator, review the questions listed below. This initial contact with a prospective Supervising Administrator is a very important one—you will be making your first impression if the site is not your home school.

   Be prepared to answer the following questions which are typically posed by administrators:

   **Why do you think you want to come to this school?** What is your reason for thinking this is an appropriate site/location for your internship? You should have a specific reason(s) for having identified this school/site as an appropriate one.

   **What do you expect to gain from this internship?** You should be able to respond to this question based on your resume, competency/field experience documentation and Florida Principal Leadership Standard self-assessment. Additionally, your consultations with other
professionals may have given you indications of what you might expect from your internship. What is important in this conversation is that you be able to provide a rationale and pose some very tentative goals for completing an internship at a particular site.

**What times will you be available (day/dates/weeks)?** This is very important information to have at hand--have a copy of your school calendar at your disposal--the more flexible you can be the better; however, if there are days or weeks where you are unavailable, you need to state that information early on. Most administrators are very flexible and understanding in regard to the time constraints under which educators work.

**How long is your internship?** You are required to complete a two (2) three-semester hour courses (90 clock hours--the rough equivalent of three weeks of 6 hour work days per semester). Many students exceed the clock hour requirement simply because they view the internship as such a valuable learning experience and also because they have an opportunity to follow through on a project. Internships can be arranged in any number of time frames ranging from a day a week for 15 weeks to a straight three weeks during an off-track time or summer. It is also permissible and very often to students' advantage to begin to accumulate internship hours in the semester prior to the semester in which they are registered as long as the UCF supervisor approves and the three-party conference has taken place. Occasionally, students split their time between a building and district office, and perhaps two schools at different levels, but usually, if students have not had building level administrative experience, they complete the entire experience within one or two designated schools.

**What does a supervising administrator have to do?** Supervising administrators, mainly, serve as coaches. They share experiences, explain why events are happening and provide opportunities for students to gain valuable practical experiences which they are otherwise unable to acquire. They are encouraged to provide authentic feedback to administrative interns for their professional growth. They also are the best source of reference for the intern when applying to an administrative selection process. Often, Supervising Administrators do not provide all experiences themselves. Principals may well facilitate experiences for a given student through assistant principals and others in the leadership team.

Supervising administrators must sign off on each document submitted and complete the online final assessment of your progress on the FPLS as a BESAC.  
https://ucfced.qualtrics.com/SE/?SID=SV_dprv4VfKJ0ufJj

Confirmation of completion should be submitted to the UCF intern supervisor. After doing so the supervising principal may apply for a voucher to be used for up to 6ch in one semester. Please be sure your principal knows to apply. (See Appendix p. 35).  
http://education.ucf.edu/clinicalexp/docs/COP%20Guidelines%20and%20Request%20Form.pdf

✓ 7. Confirm with both the supervising principal and the university supervisor a meeting time for the three-party conference conducted at the internship site or via telephone to discuss proposed goals and objectives. Provide the university supervisor with the following well in advance of the meeting:

a) Full name, exact title and position of site administrator

b) Telephone and complete address for site school (building, street, city, ZIP) and location/directions as necessary.

**You are responsible for taking a leadership role** in identifying potential times for the three-party conference. As you visit with your potential supervisor, see if there are some times during the week that are better than others; do the same with the university supervisor. A few phone calls or email exchanges on your part to finalize and confirm the meeting will usually be required.
THREE-PARTY CONFERENCE

8. Prepare three (3) items to be shared at your meeting with the supervising administrator and the university supervisor.

a) Three (3) copies of your "Tentative" Goals and Objectives: Administrative Internship Plan --any format that contains the same information is fine to bring to the meeting to share with the supervising administrator and university supervisor.

b) A copy of your current resume to be given to your supervising administrator

c) The university supervisor should already have the resume.

d) A copy of your documented 200 hours of administrative experience for your supervising administrator.

Be prepared to:

- Discuss your tentative goals and objectives--it is your responsibility to have given your best thought to your needs and your interests resulting in your rationale for desiring to intern at the proposed site. Be prepared to modify your goals as needed based on further information gained during your meeting.

- Establish a schedule for the internship that will facilitate your achievement of goals and support the principal in achieving the school’s goals.

- Determine a subsequent/next meeting time with the supervising administrator at which time you will more specifically define your goals and objectives and the specific dates/activities for the internship.

- See Appendix (pp. 22-23) for sample format to be used in finalizing your Administrative Internship Plan.

< Draft as much as you need to for the finalization of your goals and objectives that will eventually become your plan.

DURING YOUR INTERNSHIP: Required Tasks

Throughout all aspects of your internship, it is your responsibility to keep the University Supervisor informed of your progress by doing the following:

9. Send a copy of your finalized Goals and Objectives: Administrative Internship Plan (signed by you and your principals) to the university supervisor no later than the first or second day of the internship experience. Leave a copy with the school supervisor. It is important to maintain communication with the university supervisor as projected in Required Tasks 9-15. Performance during your internship will be evaluated in part by the manner in which you meet your university obligations.

10. Maintain a log of your hours and your activities. After your supervising principal signs the log, send it to the university supervisor after 30 hours, an updated log again after 60 hours and present the final completed log totaling at least 90 clock hours at the time of the final evaluation conference, or prior to the final conference. A total of 180 hours is required (90 per semester) during the two semester internship or a total of 6 credit hours.

- See Appendix (p. 22) for example of log.
This log applies only to the 180-hour internship (90 per semester). It should include a very brief record of the type of activity and the hours/minutes devoted to that activity on a given day.

11. Engage in a program of professional reading, maintaining an annotated record, related to the internship assignment. This will ordinarily be determined in cooperation with the supervising administrator and relate directly to the experience, not textbooks from other courses.  
   ♦ See Appendix (p. 24) for example of appropriate documentation.

12. Identify a separate activity/field experience which provides evidence of your competence for the Florida Principal Leadership Standards and FELE Competencies found in the Appendix.

   ✅ Use the Florida Principal Leadership Standards as major headings and identify one activity/experience which best demonstrates your competency (not what you think you can do but what you have done) for each of these Standards and FELE competencies (pp. 27-30). You may draw from your internship and your prior 200 hours. Your principal supervisor must sign and date this document.

13. Submit one ACTIVITY DESCRIPTION IN STAR FORMAT to the university supervisor after 30 hours, a second ACTIVITY DESCRIPTION IN STAR FORMAT again after 60 hours and present the REMAINING TWO ACTIVITY DESCRIPTIONS IN STAR FORMAT at the time of the final evaluation conference each semester. Students are required to submit documentation of four STAR activities per semester that reflect their ability to analyze challenging situations and formulate effective strategies to resolve these issues. Two of the STAR activities across the two semesters must address instructional leadership/student achievement and be aligned with Florida Educator Accomplished Practices (See Appendix pp 31-32). Students are assessed by the instructor regarding the quality of their conceptualization and response using holistically using instructor’s professional judgment. Your principal supervisor must sign and date these four STAR formatted leadership experiences.

14. Contact by email the university supervisor around the mid-point of each semester of the internship to discuss your progress and schedule an on-campus conference if necessary.

15. Schedule a final evaluation conference (telephone or in person at the internship site) with the Supervising Administrator and the University Supervisor near the conclusion of the internship experience

16. Complete the UCF M. Ed. and Ed. S. Programs in Educational Leadership Exit Survey online at (https://ucfed.qualtrics.com/SE/?SID=SV_b3DYyVbhr1nP28E) and provide documentation to the University Supervisor.

17. Remind the supervising principal to assess your progress on FPLS as a BESAC at https://ucfed.qualtrics.com/SE/?SID=SV_dprv4VfKJ0uftJj. Afterwards, he/she can apply for the 3ch voucher. (See Appendix).
APPENDIXES

FORMS/FORMATS/SUBMISSION REQUIREMENTS: This Guide has been placed on the Educational Leadership website for your ease in accessing materials and in duplicating forms if you wish. The examples, forms, formats displayed in the Appendix have been included to provide direction regarding content and various types of required documentation. The examples are intended to give you a sense of what is required. They are not to dictate a single acceptable or preferred style or format.

There is no single required form which must be used by students in documenting their experiences; however, it is essential that students provide complete information (correct titles, school sites, addresses and phone numbers). While the form may vary, you are responsible for providing complete data as indicated in the examples provided. As one example, a resume is provided (p. 19). You may elect to use a very different format. Your experience will dictate your format and the categories you use in developing your resume.

In particular, keep in mind that you are developing materials which as you enter into selection processes will be useful in documenting your prior administrative experience with Florida Principal Leadership Standards.
RECORDING YOUR FIELD EXPERIENCES

Florida Principal Leadership Standards

Below is one format which can be used to record your activity on the Florida Principal Leadership Standards. The format below will permit you to list all ten areas and keep a running narrative of activities beginning with those you have completed at some previous point in time. Discuss and get approval from the University Supervisor if another format is used, prior to using the format. Find a format for documentation which lets you record activities in sufficient detail so as to permit you to recall important experiences in the future. As you read the examples of appropriate documentation, please note.

- Dates are included
- Supervisors are noted (parentheses)
- Action verbs are used to describe your level of involvement
- Activities are included over a period of years
- Activities included are completed on the job and in the internship
- Estimated time dedicated to task
- Florida Principal Leadership Standard which are demonstrated are identified

Name ____________________________________________

Date ____________________________________________

FPLS Standard 8 SCHOOL MANAGEMENT
Assisted with budget preparation (Principal, bookkeeper) and helped to finalize orders for school supplies - July, 2005. FPLS 8 (D) (8 hours)

FPLS Standard 5: LEARNING ENVIRONMENT
Served on the Central School Building Committee during the 2004-2005 school year and was therefore able to be actively involved in long range planning; attended two school board meetings during which district bidding plans were presented and discussed (Principal). FPLS 5 (a) (e) (18 hours)

Central School is constructing a new science facility (as a result of the 2004-05 planning); as the science coordinator, I have been involved with the architectural planning and ordering for the new facility for the last 6 months; this will continue through the next year. A series of monthly meetings have been held; the last meeting was held on June 14 in the office of the school principal. The facility is to be completed by August, 2005. FPLS 5(a) (26 hours)
EXAMPLE
This sample resume has been abbreviated to conserve space—your resume may, and likely should, be several pages in length in order to highlight your preparation and experience.

Susan Hobart Reynolds
10423 Central Lake Circle
Edgewater, CO 32816
Home: (407) 922-1876
Work: (407) 844-1377

PROFESSIONAL ASSIGNMENTS

Dean/Registrar
Responsibility for master schedule development in a public high school of 3,000; Technology Committee Chairperson; Textbook Manager.

Counselor and Executive Assistant
Served as Registration liaison assisting in coordination of registration for grades 8-11 for next school year (2800 students); served on schedule committee for implementation of 4x4 block schedule (2000-2002).

Counselor
Responsible for alpha section of grades 6-8, advising in course registration and chaired scheduling committee

Mathematics Instructor
Team Leader (95-96); taught courses ranging from basic mathematics to Algebra I, Geometry, College Review Math

Four/Fifth Combination Teacher
Math Specialist

PROFESSIONAL ACTIVITIES

· Chaired Computer and Hospitality Committees
· Served on Mathematics Committee
· Served on Multicultural Committee
· Trained in grant writing
· Supervision of University Interns (University of Colorado and Ohio State University)
· Instrumental in establishing a non-graded approach to Language Arts and Math program in Columbus, OH
PROFESSIONAL AFFILIATIONS

· Association for Curriculum and Supervision Development (1993-present)

· Florida Association for Counseling & Development
  1999-2000, Recording Secretary
  1997-1998, Co-Editor of state newsletter, Guidelines

· Henry County Association for Counseling and Development
  2000-2001, President (3-year term)
  1996-1998, Editor of newsletter, Linkages
  1996-1997, Vice President/Secondary Level

EDUCATION

Ohio State University  B.S. in Education, Major Elementary Education
Columbus, Ohio  1987-1991

University of Colorado  Master of Education, Major Educational Leadership
Colorado Springs, Colorado  in progress, Expected Graduation 8/2003

CERTIFICATION

Colorado and Ohio certification
Math (grades 6-12); Guidance & Counseling (PK-12)

REFERENCES

Dr. Ron Yates, Principal
Parkside Elementary School
Edgewater, CO 32816
(303) 993-2110

Dr. Cynthia Johnson, Principal
Highland Elementary School
Edgewater, CO 32815
(303) 993-2234

Dr. James Bell, Professor
Department of Educational Leadership
University of Colorado - Edgewater Campus
(303) 992-8144
Application
EDA 6946: Administrative Internship
College of Education  University of Central Florida

All students intending to complete an Educational Leadership Administrative Internship should be thoroughly familiar with the information contained in A Guide to the Administrative Internship in Educational Leadership EDA 6946, 2005.

Students who believe they are eligible for the internship should complete the application below, submit it along with required documentation (see Guide) to the Educational Leadership Supervisor of Administrative Internships (Educational Leadership, Post Office Box 161250, Orlando, FL 32816-1250)

Please Note: All students applying should be in their last two semesters of course work leading to a Master of Education in Educational Leadership or the Education Specialist in Educational Leadership.

Indicate the 2 consecutive semesters for which you are requesting an internship:

☐ For Spring & summer internships, submit application by OCTOBER 1
☐ For Summer and fall internships, submit application by FEBRUARY 1
☐ For Fall and spring internships, submit application by JUNE 1

Date Admitted to the Educational Leadership Program: _________________________

Name:
_________________________________________________________________________________________
First       Middle      Last
SS#__________________________ and/or    PID#__________________________

EMAIL ADDRESS(s) your UCF email address will be used during the course
_________________________________________________________________________________________

Home Street Address _________________________________________________________________
City_________________________________________ State_____ ZIP_______

Phone number where you can be reached: _________________________
Work Telephone ( ) - _________________________

Prior Degree(s) & Major(s) B.S./B.A. in ____________________ M.S./M.Ed. in _____________________________

Present Student Status (check one):  _____M.S./Med      _____Ed.S.

Level for Intern Experience:  ___Elementary  ___Middle School  ___High School  ___Special Center
_________________________________________________________________________________________

I have read the information contained in the Guide to the Administrative Internship in Educational Leadership and agree to meet the requirements as stated.

Student Signature ___________________________________________ Date: _________________________
Goals And Objectives: EDA 6946 Administrative Internship Plan

Name of Intern ___________________________ PID # __________________________

Mailing Address: ___________________________ Phone ( _____) --__________

Street __________________________________ Semester _____ Yr. _____ Hrs._____

City ___________________________________ ZIP __________

Email address ____________________________

Supervising Administrator:

______________________________ Phone (_____ ) ___ - ______________

(Dr.) (Mrs.) (Ms.) or (Mr.) Supervising Administrator Name and Position with organization

Internship School or Office Building ____________________ Street Address ________________

City __________________ ZIP __________ Supervising Administrator’s Email address ________

(Attach additional sheets as needed OR replace this one with your own form)

I. OVERALL GOAL(S)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

II. OBJECTIVES

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

III. THE TIME PERIOD INVOLVED ____________________________ to _______________________

The above planned experiences for __________________________ meet with my approval and I am
willing to participate as outlined above.

Signatures: Student ___________________________ Date ______

Supervising Administrator ___________________________ Date ______

University Supervisor ___________________________ Date ______

Interns are responsible for completing this form, obtaining the supervising administrator's signature
and returning it to the university supe
GOALS AND OBJECTIVES: ADMINISTRATIVE INTERNSHIP PLAN

Two examples are presented below:

Example 1 provides an example of tentative goals developed by the intern based on discussions with the University Supervisor and perhaps preliminary discussions with the proposed site supervisor. These tentative goals should be in the hands of each person participating in the 3-party conference. These goals serve as a beginning point for discussion during the conference. This plan represents the real wishes and interests of the student. During the conference, the discussion will determine whether the objectives are realistic or if some activities may not be able to be accomplished.

Example 2 is an example of a final and slightly revised or expanded plan ready for the signatures of all three persons. This plan would result from the discussion at the three-party conference and subsequent planning/discussion between the intern and the Supervising Administrator. This finalized plan signed by the intern and the Supervising Administrator should be sent to the University Supervisor no later than the first or second day of the official beginning date of the internship.

Goals and objectives may be more or less specific depending on a number of variables—the intern supervisor's style, the intern's diligence in documenting and the nature of the internship. What guides the specificity of goals should be the nature of the internship and the need for direction or focus in order to accomplish the desired result.

EXAMPLE 1 — TENTATIVE GOALS AND OBJECTIVES

OVERALL GOAL(S)
To become as familiar as possible with various aspects of elementary school administration - particularly in competency areas (listed below) that have not been a part of my past experience

OBJECTIVES
1) To gain experience with facility management
2) To increase my knowledge of school based budgeting/recordkeeping
3) To build skill in conferencing with professional staff
4) To learn more about public/community relations
5) To increase my knowledge about pre-Kindergarten age groups and multi-age classes

EXAMPLE 2 — FINAL GOALS AND OBJECTIVES

OVERALL GOAL(S)
To become more knowledgeable about high school administration by actively participating in the total development and operation of the 2012 summer school session.

To develop a program that will assist incoming ninth grade students with their transition from middle school to high school.

OBJECTIVES
Assist with selection of faculty and staff for the operation of summer school.
Observe the procedure for master scheduling of teachers and classes for the fall term.
Assist with daily operation of the school - discipline referrals - parent contacts
Assist with textbook orders; budget and finance for summer and next school year
Assist with FTEs for summer session
Conduct training sessions for 300 upper class students to assist with ninth grade orientation
Communicate with parents concerning the ninth grade orientation schedule
EXAMPLE

ADMINISTRATIVE INTERNSHIP LOG

In maintaining your log, identify a format which lets you accumulate the information easily on a daily basis. Your log should provide succinct reminders of the events which occurred during your internship and should provide an accounting of hours by day/date. It is intended to provide a permanent record of your internship activities and should be shared with your Supervising Administrator and the University Supervisor.

Name: _____________________________________________________

HOURS DAY/DATE and ACTIVITIES

6.5  6/28/20__, 8 a.m.-2:30 p.m. General overview of administrative duties and responsibilities; various hall duties and review of teacher handbook, attendance policy, transportation and newsletters.

7.5  6/29/20__, 8 a.m.-3:30 p.m. Master scheduling computer input; revision of substitute handbook and computer literacy survey; various hall duties and review of student handbook.

7.5  6/30/20__, 8 a.m.-3:30 p.m. Scheduling of student leadership conference; prioritized resumes for a math opening and set up interviews; finalized and processed (data entry) FTE counts for summer school.

9.5  7/1/20__, 7 a.m.-4:30 p.m. Interviewed math applicants for available position.

TOTAL HOURS: ___________

AT ABOUT THIS POINT, SEND YOUR LOG (ALONG WITH YOUR FIRST STAR FORMATTED ACTIVITY DESCRIPTION) TO THE UNIVERSITY SUPERVISOR.

8.  7/6/20__, 7 a.m.-3 p.m. Interviewed math applicants and participated in an Aids presentation; met with PTSA president and discussed student leadership conference.

7.5  7/7/20__, 7:30 a.m.-3 p.m. Reviewed math applicant interview notes and prioritized candidate list; reviewed school improvement and teacher handbook; aided in refining master schedule.

7.5  7/12/20__, 7:30 a.m.-3 p.m. Visited county office and data processing; completed letters and mail out of student leadership conference.

7.5  7/13/20__, 7:30-3 p.m. Staffing meetings with assistant principals regarding scheduling, class assignments, fall school year and facilities.

TOTAL HOURS: ___________  Principal Signature: _____________________________  Date: __________

SEND THE INITIAL LOG NOW EXPANDED TO SHOW THE SECOND THIRTY HOURS (ALONG WITH THE SECOND STAR FORMATTED ACTIVITY DESCRIPTION) TO THE UNIVERSITY SUPERVISOR.

NOTICE:

Have the completed log (not shown here) and the remaining two star formatted activity descriptions available before or at the conclusion of each semester. The final conference will not take place until documentation is received. A grade will not be assigned until all documentation is received and the final conference has taken place.
EXAMPLE

ANNOTATED RECORD/PROFESSIONAL READING

This listing should include handbooks, policy manuals and materials used on site as well as books and periodical literature related to the internship. APA style should be used for books and periodicals. Annotations should provide a brief synopsis of the content/focus of the cited material. A minimum of 3 readings per semester should be included. These readings are not textbooks and assignments from other classes.

Name: ___________________________________________
Date: ____________________________________________

BOOKS


The authors provide steps for beginning to influence the school culture and practices with professional learning communities

PERIODICAL LITERATURE


The authors studied the effects on student achievement of size of high schools. Economic factors often cited to influence large size were addressed

HANDBOOKS/POLICY MANUALS/DISTRICT OR SCHOOL INFORMATIONAL MATERIALS

List unpublished materials which are school, district or state specific that were found to be in your reading particularly valuable to you.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Guide to the Administrative Internship in Educational Leadership
STAR-FORMATTED ACTIVITY DESCRIPTIONS

Using the STAR format described below, document a minimum of four (4) activities or events per semester in which you have participated during your internship for four (4) or more different Principal Leadership Standards. Students participating in targeted selection often must respond to questions of interviewers using STARS. STARS can assist you in reporting clearly and succinctly the important elements of your behavior as you solved a problem, resolved a conflict or took some administrative action. These will be helpful as you interview and apply for positions.

1. Identify the Florida Principal Leadership Standards for which the STAR is being developed.

2. Describe the SITUATION and/or TASK which was presented to you. Your description should discuss the context or setting in which the experience took place or detail the task and its surrounding circumstances.

3. Describe your ACTION. What did you do? What did you say? What were the steps you took to reach your goal or accomplish your objective? In describing your actions, provide a specific step-by-step description of your actions. Do not talk about what you intended to do or what your coworkers did.

4. Report your RESULTS. What was the final outcome? What is your final assessment of the actions you took? The result is the outcome or consequence of actions taken. Were your actions effective in changing or somehow affecting the original situation?

Principal Signature: ___________________________ Date: ________________

Your star-formatted activity descriptions should provide a fairly complete description but should not exceed two pages (double spaced) in length. It should also provide an example of your best written communication skills. A total of at least two STAR activities over both semesters must be directly related to projects focused on student achievement.

See example of STAR activity on following page.
EXAMPLE

STAR-FORMATTED ACTIVITY DESCRIPTIONS*

Name: _____________________________________________
Date: ______________________________________________

FLORIDA PRINCIPAL LEADERSHIP STANDARD Domain 2 Instructional Leadership

Situation

Establishing classes to meet the needs of summer school candidates for Grades K-5 including students classified ESE.

Task

The task was to establish classes and prepare to hire allocated teachers for these classes. My objective was to put the classes together from the two feeder schools with similar academic need and to find a teacher that would use an academic program to encourage continuous progress during the summer school intercession.

Action

I used the student referral packet and class lists from the two schools feeding into Smithfield School's summer session. I grouped students by grade attempting to balance the classes with similar numbers. The county list of teacher and teaching assistants who had applied for summer school was used, and special attention was given to the teachers who were from the feeder schools. After listing eligible teachers, I began the hiring process. Input on each candidate was sought from the principal or assistant principal of each teacher's home school since we were looking for teachers who used a holistic approach to teaching and would use varied methods to reach children at their level. Teachers also needed to be sufficiently skill driven to strengthen student academic skills as needed. I assumed responsibility for interviewing candidates and in coordination with the administrative staff finalized the recommendations to hire a staff of 25.

To facilitate a smooth summer school, a preplanning meeting for summer school staff was planned and held on May 18. The agenda included expectations, goals and needs for an effective summer school session. Teacher input was also sought during this meeting.

Result

The final outcome of the preparation for summer school was the core of teachers were hired and ready to begin using the class lists they were given in preplanning. We did have some changes in both lists and teacher assistants at the beginning of summer school. The planning of a strong core of teachers and support personnel was important to the changes that took place on the first day of student attendance. Adjustments were made to class lists and another teacher was added to assist with unexpected student enrollment.

Principal Signature: ________________________________________ Date: ____________________

*PLEASE USE DOUBLE SPACING--SINGLE SPACED HERE TO CONSERVE SPACE.

Subtest #1: Leadership for Student Learning

1 Knowledge of effective facilitation of positive achievement results aligned with student learning goals and state accountability measures
   1. Analyze and determine appropriate school learning goals using State Board of Education adopted educational standards and district adopted curriculum.
   2. Identify and analyze areas of greatest need for improvement based on state accountability measures.
   3. Evaluate student learning results based on student performance and growth on assessments.
   4. Identify methods of providing meaningful feedback to improve instructional planning and delivery.

2 Knowledge of effective prioritization of student learning through leadership actions that build and support a learning organization focused on student success and continuous improvement
   1. Identify and select appropriate strategies that assure faculty and staff will work as a learning organization focused on continuous improvement of student learning.
   2. Analyze and determine appropriate strategies that enhance a school’s climate and support student engagement in learning.
   3. Evaluate and apply effective strategies that create high expectations for student learning gains.
   4. Identify and discriminate among effective strategies that engage faculty and staff in order to improve academic performance and close achievement gaps among student subgroups.

3 Knowledge of effective development and implementation of an instructional framework that aligns school curriculum with state standards, effective instructional strategies, student learning needs, and assessments
   1. Identify appropriate evaluation and monitoring strategies that assure the Florida Educator Accomplished Practices are implemented through effective instruction.
   2. Analyze and assess teaching practices based on observation and monitored outcomes in order to improve a teacher’s instructional planning and performance.
   3. Evaluate and select rigorous and culturally relevant instructional methods for implementing State Board of Education adopted educational standards and district adopted curricula.
   4. Identify effective and appropriate implementation of formative and interim assessments aligned with State Board of Education adopted educational standards and district adopted curricula.

4 Knowledge of effective structuring and monitoring of a school environment that improves learning for all student populations
   1. Identify appropriate strategies for maintaining a respectful and inclusive student-centered learning environment that seeks to provide equitable opportunities for all students.
2. Select effective strategies that create a school culture focused on building a foundation for life in a diverse democratic society and global economy.

3. Analyze and select practices that value diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning.

4. Identify effective and recurring monitoring and feedback processes that support continuous student learning growth and school improvement.

5. Identify appropriate and effective professional learning opportunities and strategies that engage faculty in recognizing and understanding diversity and developmental issues in order to close achievement gaps.
Subtest #2: Organizational Development

1 Knowledge of effective recruitment and induction practices to develop a high-performing, diverse faculty and staff
   1. Analyze and assess processes and methods of recruiting and employing a diverse faculty with the instructional proficiencies needed for the school population being served.
   2. Identify and analyze strategies to induct new faculty members into a school’s culture.

2 Knowledge of effective practices for the development and retention of high-performing, diverse faculty and staff
   1. Identify and evaluate professional learning that focuses on student performance as it relates to a school’s goals and objectives.
   2. Identify appropriate allocations of resources necessary to engage faculty in ongoing, effective individual and collaborative professional learning.
   3. Determine appropriate processes and methods for evaluating, monitoring, and providing timely feedback to faculty regarding the effectiveness of their instruction.
   4. Identify and evaluate instructional effectiveness of faculty utilizing classroom observations and student assessment outcomes.
   5. Determine appropriate strategies for professional learning that prepare faculty to create and deliver rigorous, differentiated, and culturally relevant instruction.
   6. Identify and select appropriate strategies for communicating and providing corrective feedback to faculty in situations where remediation, disciplinary, or personnel actions are applicable.

3 Knowledge of effective practices that cultivate, support, and develop leaders within the organization
   1. Identify appropriate methods of developing potential and emerging leaders.
   2. Identify and evaluate strategies for delegating tasks.
   3. Differentiate among strategies for succession management in key positions.
   4. Identify and assess teacher-leadership functions focused on improving instructional effectiveness and student learning.

4 Knowledge of personal and professional behavior consistent with quality practices in education and community leadership
   1. Identify appropriate behavior as outlined in the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C.
   2. Identify examples of resilient behaviors that maintain focus on the school vision and react constructively to barriers.
   3. Determine and evaluate appropriate professional learning opportunities that enhance leadership practices and align with school needs.
   4. Identify processes that create and support sustainable and collaborative relationships
Subtest #3: Systems Leadership

1 Knowledge of effective decision-making processes that are based on research, best practices, and leadership theory to support the mission, vision, and improvement priorities of schools
   1. Analyze and prioritize decisions and actions that minimize the impact of negative situations on the quality of student learning and teacher performance.
   2. Analyze and evaluate decisions for effectiveness (e.g., intended and actual outcomes, equity, implementation of follow-up actions, revisions).
   3. Identify effective strategies that empower others through the distribution of leadership roles when appropriate.
   4. Select appropriate steps in a change process that effectively facilitate implementation of new policies or procedures.

2 Knowledge of effective organizational theory, research, and management practices related to school operations that maximize a safe and effective learning environment
   1. Analyze and evaluate strategies for organizing time, tasks, technologies, and projects effectively with clear goals, objectives, and plans.
   2. Identify appropriate roles, responsibilities, and practices that assure effective discipline and promote a safe learning environment.
   3. Identify and evaluate appropriate actions that assure the health, safety, and welfare of all persons on campus.
   4. Assess and analyze effective strategies for managing schedules and delegating responsibilities in order to promote collegial efforts in school improvement and faculty development.

3 Knowledge of effective utilization of resources and fiscal management practices that maximize a safe and effective learning environment
   1. Identify and assess methods of maximizing the use of federal, state, and local fiscal resources (e.g., school budget, grant funding) for instructional priorities.
   2. Identify appropriate procedures to manage school fiscal resources (e.g., fundraisers, extracurricular, athletics) and property consistent with state guidelines and accounting practices.
   3. Identify the foundational concepts for the formula factors used in computing the Florida Education Finance Program allocations.
   4. Identify funding sources available to a school beyond Florida Education Finance Program allocations.

4 Knowledge of school legal practices and applications that assure a safe and effective learning environment
   1. Determine whether appropriate educational and/or physical accommodations were made or provided, under state and/or federal guidelines, for students by school and district staff.
   2. Identify state and/or federal guidelines and procedures for maintaining a safe learning environment for the well being of all students.
3. Identify legal requirements that ensure compliance with federal and state law as related to the constitutional and statutory rights of students, staff, and parents.

5 Knowledge of effective communication practices that accomplish school and system-wide goals by building and maintaining collaborative relationships with stakeholders
   1. Analyze data and communicate, in writing, appropriate information to stakeholders.
   2. Analyze data and communicate, in writing, strategies for creating opportunities within a school that engage stakeholders.
   3. Analyze data and communicate, in writing, strategies that increase motivation and improve morale while promoting collegial efforts.
The Florida Educators Accomplished Practices
6A-5.065 Florida Educators Accomplished Practices

(1) Purpose and Foundational Principles.
   **Purpose:** The Educator Accomplished Practices are set forth in rule as Florida’s core standards for effective educators. The Accomplished Practices form the foundation for the state’s teacher preparation programs, educator certification requirements and school district instructional personnel appraisal systems.
   **Foundational Principles:** The Accomplished Practices are based upon and further describe three essential principles:
   a) The effective educator creates a culture of high expectations for all students by promoting the importance of education and each student’s capacity for academic achievement.
   b) The effective educator demonstrates deep and comprehensive knowledge of the subject taught.
   c) The effective educator exemplifies the standards of the profession.

(2) The Educator Accomplished Practices. Each effective educator applies the foundational principles through six (6) Educator Accomplished Practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

   (a) Quality of Instruction.
   1. Instructional Design and Lesson Planning. Applying concepts from human development and learning theories, the effective educator consistently:
      a) Aligns instruction with state-adopted standards at the appropriate level of rigor;
      b) Sequences lessons and concepts to ensure coherence and required prior knowledge.
      c) Designs instruction for students to achieve mastery;
      d) Selects appropriate formative assessments to monitor learning;
      e) Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons; and
      f) Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.
   2. The Learning Environment. To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:
      a) Organizes, allocates, and manages the resources of time, space, and attention;
      b) Manages individual and class behaviors through a well-planned management system;
      c) Conveys high expectations to all students;
      d) Respects students’ cultural, linguistic and family background;
      e) Models clear, acceptable oral and written communication skills;
      f) Maintains a climate of openness, inquiry, fairness and support;
      g. Integrates current information and communication technologies;
      h. Adapts the learning environment to accommodate the differing needs and diversity of students;
      and
      i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
   3. Instructional Delivery and Facilitation. The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:
      a) Deliver engaging and challenging lessons;
      b) Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
      c) Identify gaps in students’ subject matter knowledge;
      d) Modify instruction to respond to preconceptions or misconceptions;
e) Relate and integrate the subject matter with other disciplines and life experiences;

f) Employ higher-order questioning techniques;

g) Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;

h) Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;

i) Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and

j) Utilize student feedback to monitor instructional needs and to adjust instruction.

4. Assessment. The effective educator consistently:

   a) Analyzes and applies data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;

   b) Designs and aligns formative and summative assessments that match learning objectives and lead to mastery;

   c) Uses a variety of assessment tools to monitor student progress, achievement and learning gains;

   d) Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;

   e) Shares the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and

   f) Applies technology to organize and integrate assessment information.

5. Continuous Improvement, Responsibility and Ethics.

   1. Continuous Professional Improvement. The effective educator consistently:

      a) Designs purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;

      b) Examines and uses data-informed research to improve instruction and student achievement;

      c) Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;

      d) Engages in targeted professional growth opportunities and reflective practices, both independently and in collaboration with colleagues; and

      e) Implements knowledge and skills learned in professional development in the teaching and learning process.

   2. Professional Responsibility and Ethical Conduct. Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to State Board of Education Rules 6B-1.001 and 6B1.006, F.A.C, and fulfills the expected obligations to students, the public and the education profession.

Rulemaking Authority 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. Law Implemented 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. History–New 7-2-98; Amended 12-17-10.
EDA 6946 ADMINISTRATIVE INTERNSHIP
Student’s Checklist for Each Semester (2-semester administrative internship)

In planning for my internship, I have:
- almost completed program; enrolled in the last 12 hours of program at the time of internship
- provided UCF Supervisor of Administrative Internships with the following documentation
- documented 200 hours of field experiences by FPLS/Florida Principal FELE skills
- completed/updated my resume
- completed application, p. 20
- completed preliminary Florida Principal Leadership Standards self-assessment
  https://ufcued.qualtrics.com/SE/?SID=SV_dj24k1LXu5jhvPT
- contacted UCF Supervisor of Administrative Internships after applying, regarding potential internship placement
- scheduled three-party conference with site principal after consultation with UCF Supervisor of Administrative Internships

IN PREPARATION FOR THE THREE-PARTY CONFERENCE, I HAVE:
- confirmed the time and place with both potential site principal and UCF Supervisor
- prepared a resume to be given to potential site supervisor (Semester 1)
- prepared 3 copies of tentative goals to be shared at three-party conference, Guide, p.21
- prepared to discuss specific dates of your availability for internship
- dressed appropriately -- treat this conference as a job interview for your first administrative position

DURING MY INTERNSHIP, I HAVE:
- finalized goals, obtained signatures and forwarded all required information on Administrative Internship Plan to the university supervisor by the second day Semester 1, Guide p. 22
- sent 30-hour log and one STAR activity, signed by the principal, Guide, p. 23 (per semester)
- sent 60-hour log and second STAR activity, signed by the principal, to the university supervisor, Guide, p.25 (per semester)
- contacted the university supervisor at each semester midpoint to inform and discuss progress
- completed midpoint Florida Principal Leadership-Standards assessment, (end Semester 1)
  https://ufcued.qualtrics.com/SE/?SID=SV_dj24k1LXu5jhvPT

AT OR NEAR THE END OF MY INTERNSHIP (each semester), I HAVE:
- scheduled a final evaluation conference with supervising principal & university supervisor
- documentation regarding professional reading, Guide, p. 24 (per semester)
- completed final Florida Principal Leadership Standards self-assessment, (end semester 2)
  https://ufcued.qualtrics.com/SE/?SID=SV_dj24k1LXu5jhvPT
- updated Areas of the FPLS & FELE skills
- 90-hour log, signed by the principal (per semester)
- 2 STAR activities signed by principal (4 STARS per semester, 8 end Semester 2)
- Submit best single example for each FPLS/FELE skills signed by principal (end Semester 2)
- Submit documentation for Exit Survey end of Semester 2
  https://ufcued.qualtrics.com/SE/?SID=SV_b3DYyVbrhlnP28B
- Principal completes assessment of your progress on FPLS as a BESAC
  https://ufcued.qualtrics.com/SE/?SID=SV_dprv4VfKJ0ufuJ (end of Semester 2)
- Principal request voucher for at:
  http://education.ucf.edu/clinicalexp/docs/COP%20Guidelines%20and%20Request%20Form.pdf
Certificate of Participation
Guidelines and Request Form

In appreciation of your supervision of UCF College of Education interns, we are able to offer you a Certificate of Participation (COP). COPs are issued on behalf of the Florida Board of Governors, in appreciation of services rendered to the State of Florida and the State University System. The COP entitles the holder to exempt the tuition fee for up to six hours during one term (1 semester) of instruction, including credit courses offered through continuing education programs at any state university in Florida. If you choose to take only 3 hours, the entire COP will be cashed in and cannot carry over to another term. Therefore, taking 6 hours in one semester will allow you to get the most value out of your COP. You will be required to pay all current fees applicable at the time of registration except tuition fees and comply with all applicable statutes and policies of the State of Florida and its agencies regarding admission and registration. COPs are non-transferable and expire 3 years from the date of issue.

Certificate of Participation Requirements:
One COP is issued after the supervision of any one of the following:

1 senior intern (any major);
1 6hr graduate (any major);
1 FLVS intern (junior or senior);
4 junior elementary interns;
4 junior ESE interns;
4 early childhood seminar students;
1 sport/exercise practicum students;
2 junior secondary interns;
2 On-the-job interns (any major);
2 3hr graduate interns (any major);

Once you have met the requirements for earning a COP, return this completed form to the Office of Clinical Experiences (fax# 407-823-3728). COPs are processed at the end of each semester upon verification of placement data. Issuance of COPs is contingent upon meeting the requirements of supervising teachers as described in the Student Teaching Handbook. Once the certificate is processed, the COP will be mailed to your school principal for distribution. To use the COP toward tuition costs, turn in the signed, completed COP to Student Accounts at the time your tuition is due.

Thank you for all you do to support the UCF College of Education.

Required Information for Certificates of Participation (Please print)

<table>
<thead>
<tr>
<th>Supervisor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________________ SS#: ___________ Phone: ___________</td>
</tr>
<tr>
<td>E-mail: __________________ School: ___________ District: ___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please circle the type of intern(s) you supervised:</td>
</tr>
<tr>
<td>1 senior</td>
</tr>
<tr>
<td>4 junior early childhood</td>
</tr>
</tbody>
</table>

List the name, major, semester/year of each intern you supervised.

1) Name: __________________ Major: ___________ Semester/Year: ___________
2) Name: __________________ Major: ___________ Semester/Year: ___________
3) Name: __________________ Major: ___________ Semester/Year: ___________
4) Name: __________________ Major: ___________ Semester/Year: ___________

FOR OFFICE USE ONLY:

Date Received ___________ Receipt Email Sent: ___________ Verified ___________