



Department of Educational Leadership

May 21, 2009

Dear Principal:

Thank you for accepting candidate(s) participating in the Master's Program - Educational Leader Level 1 (Principal) at Grambling State University. These candidates are enrolled in an internship course this summer and are required to complete a minimum of 135 field-based hours during the term. The purpose of this internship is to provide candidates with administrative field experiences in a school setting that contributes to improving student achievement.

A list of suggested internship activities that candidates may engage in are listed below. The internship begins May 19 – July 24, 2009. Each intern is required to keep a log of all activities and to prepare an electronic portfolio for submission at the end of the term.

In addition, please use the attached Internship Evaluation (Advanced Programs) form to rate each candidate at the end of his/her internship at your school. University supervisors will also visit your school to observe and evaluate the interns. If you have questions, please contact Dr. Vicki R. Brown (brownvr@gram.edu) at 318-274-2785 or Dr. Patricia Johnson (johnsonp@gram.edu) at 318-274-3155.

**Suggested Internship Activities Include:**

*Assisting with:*

Evaluating Curriculum	Scheduling (pupils, classes, staff)
Planning for School Improvement	Developing/revising faculty handbook
Developing/revising student handbook	Interviewing/selecting faculty/staff
Developing/revising school budget	Developing inservice training projects
Conducting a faculty needs assessment	Preparing state and district reports
Developing emergency procedures	Facilitating/monitoring formal school programs
Coordinating school-community relations	Developing school field trip policies
Testing coordination/implementation	Planning summer school programs
Analyzing School Test Data	Planning for faculty professional development
Evaluating Program Effectiveness and Completing/Assuming other duties as assigned by the principal	

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Patricia P. Johnson, Ph. D.

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Vicki R. Brown, Ph. D.