

Syllabus

EDA 397P: Graduate Internship Fall 2008
The University of Texas at Austin Principalship Program

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Course Description: Supervised practice in a professional position; the number of hours required varies with the student's program. The graduate internship and subsequent clinical experience is considered to be a key component of the principalship program. Through structured leadership and administrative experiences, the intern is expected to move between the roles of observer, participant, and leader while increasing responsibility for student and campus results throughout the clinical experience.

Students enrolled in internships are expected to serve at least 160 hours of involvement in activities and practices that have been agreed to by both the on-site mentor and university advisor. Requirements for documentation of reflective practice, internship experiences, mentoring interactions, and progress toward meeting leadership and administrative goals are designed to assist the student in developing a deeper understanding of the complex role of school and/or district administration.

EDA 397P Internship Requirements:

Assignment:	Percent of Grade
Individual Leadership Development Plan (ILDLP) due October 4	20
September Mentor Minutes due October 4	20
October Mentor Minutes due November 1	20
November Mentor Minutes due December 2	20
Interim Summary of ILDP due Dec 2	20

Evaluation Rubrics for Internship EDA 397P

Individual Leadership Development Plan: By October 4, each student will submit an Individual Leadership Development Plan (ILDP) for both a Leadership Goal and Administrative Goal. See ILDP Template.

	Unacceptable C	Acceptable B	Complete A
	Submitted more than one week after due date, missing significant required components.	Submitted within one week of due date or includes only most of the required components.	Submitted on or before due date. Includes all required components. Goals expressed in SMART goal format: Specific, Measurable, Attainable, Results-Based, and Time Bound. Goals are designed to increase individual intern leadership and administrative abilities as well as meet campus needs.
October 4			

Interim Leadership Development Plan Summary: By December 2, each student will submit a summary of the results of his/her Individual Leadership Development Plan for both the Leadership Goal and Administrative Goal. This summary must include a brief overview of each goal, the reason this project had originally been selected, a description of the impact of the project on student, staff, or campus need, and a reflection on what the student learned through this process.

	Unacceptable C	Acceptable B	Complete A
	Submitted more than one week after due date, missing significant required components, or limited knowledge gained.	Submitted within one week of due date or includes only most of the required components. Summary indicates adequate knowledge gained through implementation of project.	Submitted on or before due date. Includes all required components. Plan summary indicates a depth of knowledge gained through the planning and implementation of a major campus project.
Due December 2			

Monthly Reflection: See requirements for EDA 382T

Mentoring Minutes: Part of the internship requires ongoing communication and dialogue focused on leadership growth and development with the on-site UT Partner/mentor. Students are expected to calendar two meetings per month with the UT Partner/mentor, guide the meeting using the questions provided, and write a brief summary of the meeting to be emailed to the UT faculty member.

Note: 2 meetings per month are expected. Minutes can be submitted together, or individually by the due date posted for each month.

	Unacceptable C	Acceptable B	Complete A
	Submitted more than one week after due date or missing significant required components.	Submitted within one week of due date or missing some required components.	Submitted on or before due date. Includes all required components.
September due: October 4			
October due: November 1			
November due: December 2			

Additional Comments:

At the beginning of the semester, students with disabilities who need special accommodations should notify the instructor by presenting a letter prepared by the Services for Students with Disabilities (SSD) Office. To insure that the most appropriate accommodations can be provided, students should contact the SSD Office at 471-6259 or 471-4641 TTY.

Students who violate University rules on scholastic honesty are subject to disciplinary penalties, including the possibility of failure of the course and/or dismissal from the university. For more information, see the Student Judicial Services website.

All religious holidays will be respected. If you have a religious holiday that conflicts with the course schedule, inform the instructor in writing two weeks prior to the holiday.