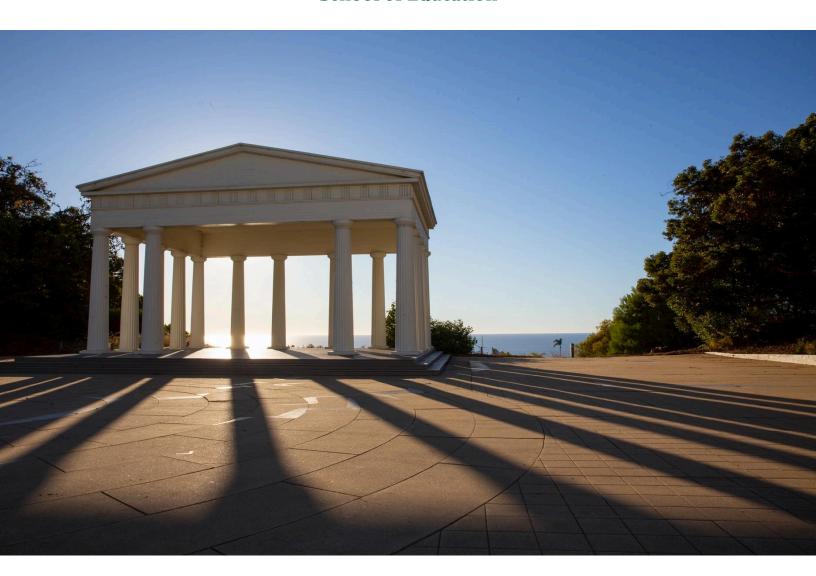# POINT ¹⁹ 02 LOMA
NAZARENE UNIVERSITY

School of Education

Administrative Intern Program Handbook
GEL 6048: Administrative Intern Support Seminar
2024-2025
School of Education

Point Loma Nazarene University

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Initial Intern Eligibility

By accepting a position as a university intern, the administrator candidate acknowledges that:

1. They will have the role of both a full-time administrator and a full-time graduate student.
2. They are aware of the requirements and workload the position necessitates.

Before a job offer may be accepted, the administrator candidate must meet the following California Commission on Teacher Credentialing (CTC) and PLNU requirements.

State Requirements

In accordance with the requirements set forth by the CTC and California Education Code, the teacher candidate must meet the following requirements before being recommended for the university intern credential:

- Bachelor's degree from an accredited school of higher education
- Hold a valid, clear or life California teaching credential
- Provide proof five (5) years of successful teaching on a valid California credential
- Offer of employment as an Intern in a local school district that does not displace a certificated employee.
- A recommendation from PLNU for intern service

PLNU Requirements

Before PLNU will recommend a teacher candidate for a university intern credential, the candidate must meet the following additional requirements:

- Completion of an Intern Eligibility Application, including approval from the Associate Dean of Advanced Programs and Program Director
- Current enrollment at PLNU
- Registered for a minimum of six (6) units in the PLNU PASC program prior to recommendation for an administrative intern credential
- A minimum GPA of 3.00 (No grade lower than a "B")

Continuing Intern Eligibility

University intern credentials are issued for a maximum of two years and are dependent upon employment circumstances. Any changes in employment may result in the revocation of the credential. The intern may not seek employment in another district until their preliminary credential is granted.
University Interns must adhere to the following ongoing requirements:

- Active enrollment in the PLNU Credential program

- Adherence to an Intern Program Plan as developed with Student Success Advisors
- Satisfactory academic progress throughout the duration of the internship (minimum 3.00 GPA)
- Adherence to all fieldwork requirements for university interns
- Enrollment in GEL 6048 each Fall and Spring quad, which provides the intern with a university support coach

Failure to maintain these requirements may result in the revocation of the university intern credential.

Introduction

Candidates who apply and are approved to be an Administrative Intern enroll in three (3) units of Intern Support each quad, *GEL 6048: Administrative Intern Support.* This course requires continuous enrollment until the Preliminary Administrative Credential is completed.. *These units are in addition to the credential course units and the fieldwork units required of all candidates.* Each candidate is assigned a University Intern Supervisor who makes at least four (4) site/zoom visits per quad as Intern Candidates reflect on and document their acquired knowledge, skills, and dispositions. Candidates also work with their Site-based Supervisor to schedule formal observations and feedback opportunities. Administrative Intern requirements and documentation processes are found in this manual, to include:

Application for Enrollment in GED 6048: Administrative Intern Support

The Plan: Part I - Outline of Planned Supervision

      a. Planned Site Visits
      b. Plan Approval Signatures

The Plan: Part II - Learning Log

      a. Knowledge, Skills, and Dispositions Chart
      b. Summary of Skills and Dispositions Chart

The Plan: Part III - Observations and Evaluations

      a. Administrative Intern University Supervisor Observation Record
      b. District/Site Supervisor Final Evaluation
      c. District/Site Supervisor Final Evaluation Conference Record
      d. Candidate Evaluation of Administrative Intern Experience

Application to Enroll in Administrative Intern Support GEL 6048

Administrative Interns must meet the following requirements:

- Provide proof of five (5) years of successful teaching on a valid California credential
- Have or will enroll in a minimum of six (6) units in the PLNU PASC program before recommendation for an administrative intern credential
- Have a GPA of 3.0 in the program and no grade lower than B
- Receive recommendation from the Program Director

SEMESTER AND YEAR ASSIGNMENT IS TO BEGIN: (please circle one quad and one year)

FALL	SPRING	SUMMER
2024	2025	2025

Candidate Information:

Name_____

Date_____

Address_____ Zip_____

Phone (____)_____ Email:_____

Position Candidate has been hired for _____

Internship Site:

District/School_____

Address_____ Zip_____

Supervisor _____ Phone_____

Supervisor's Position _____Email_____

☐ I have been APPROVED as an administrative intern by the Educational Leadership Program Coordinator and Credential Analyst.

Submit this document to be cleared to register for your first 1 unit of GEL 6048, and then be sure to get started on "The Plan, Part I."

Note: "The Plan" has three parts: I, II, and III. Parts I and II must be completed and uploaded to Taskstream to receive credit for each quad of GEL 6048: Administrative Intern Support Seminar. You will repeat parts I and II each quad, and portions of part III. Please look ahead at the manual to prepare.

Program Director Recommendation: _____ Approved   _____ Not Approved

Director Signature: _____   Date: _____

The Plan: Part I – "Outline of Planned Intern Supervision"

Planned Site Visits

DIRECTIONS: Now that you have an internship assignment, please **complete this with your university supervisor** before starting your internship experience, and secure signatures on the next page.

Today's date: _____ The plan reflects: Semester _____ Quad _____ Year ____

This quad course requires completing and submitting "The Plan: Parts I and II", informal weekly supervisor visits, and formal observation.

PLNU Candidate: _____

PLNU Candidate's Phone/Email: _____

University Intern Supervisor Name: _____

University Intern Supervisor Email: _____

District/Site Supervisor's Name: _____

District/Site Supervisor's Phone/Email: _____

Internship Site: _____

Date Internship Starts: _____ Date the Intern Contract Ends: _____

Planned Site Visits: Choose the days/times you have scheduled informal visits with your Intern/Administrative Intern University Supervisor for each quad of the intern experience (at least 4 times per quad). This schedule must be submitted each quad in Taskstream.

DATES	TIMES
1	
2	
3	
4	
5	

Plan Approval Signatures

SITE SUPERVISOR

NAME (Print) _____

SIGNATURE _____

DATE _____

EMAIL _____

PHONE _____

PLNU CANDIDATE

NAME (Print) _____

SIGNATURE _____

DATE _____

PLNU UNIVERSITY SUPERVISOR APPROVAL

NAME (Print) _____

SIGNATURE _____

DATE _____

This concludes The Plan Part I, "Outline of Planned Intern Supervision". Please upload Part I as one continuous document in Taskstream and also submit directly to your University Intern Supervisor.

NEXT STEPS FOR "The Plan", PLEASE READ CAREFULLY:

1. Begin "The Plan Part II" as soon as you begin a new quad GEL 6048: Admin intern Support, logging your time and learning (template provided).

2. Continue working on Part II of "The Plan" throughout each quad, remembering to discuss your reflections with your University Supervisor weekly.

3. Review Part III of this handbook and send your District/Site Supervisor a digital copy of the *Observation Record* and *Final Evaluation of Professional Competencies* so he/she can plan observations. You will need to collect and upload to document your internship support.

4. Review "The Plan Part II and III" now so you are clear on the expectations and required evaluations.

The Plan: Part II – "Learning Log"

KNOWLEDGE, SKILLS AND DISPOSITIONS CHART

DIRECTIONS: Now that you have an approved plan for internship supervision, it is time to log your learning and university support.

PLNU organizes candidate learning experiences into knowledge, skill, and dispositions. Please reflect on what knowledge, skills, and dispositions you acquire during this authentic learning time. "The Plan" portion should be completed and updated throughout your internship as you meet with your University Supervisor. Please add pages according to the specific tasks/projects you were assigned during this internship experience. Candidates should complete one learning log for each quad.

At the conclusion of each quad, the candidate will write a one-page summary of the knowledge gained, skills, and dispositions they reflected on, using the template provided, to be shared with the University Supervisor and at the site summary field experience conference.

Internship Site: _____

Administrative Intern Position: _____

GEL 6048 units for: Semester _____   Quad _____   Year _____

Assignment: Describe one of your tasks/projects/responsibilities and the intended outcome or product:

_____
_____
_____
_____

KNOWLEDGE	SKILLS	DISPOSITIONS
What knowledge did you acquire during this assigned task/project?	Describe the skills and/or the task/project you developed connected to the CAPEs:	Describe the disposition of the task/project required:

SUMMARY OF KNOWLEDGE, SKILLS, AND DISPOSITIONS CHART

DIRECTIONS: Now that you have completed another quad of internship support, please summarize the knowledge, skills, and dispositions chart and be prepared to share both the chart and this summary at the Site Summary Internship Conference you will schedule with your Site Supervisor and University Supervisor at the end of each quad.

Writing Prompt:

Look at what you wrote in "The Plan" and your notations in the knowledge, skills, and dispositions chart. What have you accomplished in those areas? What unexpected learning did you appreciate? What do you feel is still missing in your experience that you would like to accomplish? How will you plan to have those experiences?

This concludes The Plan: Part II, "Learning Log". Please upload Part II <u>as one continuous document</u> in Task Stream and also submit it directly to your Administrative University Intern Supervisor.

The Plan: Part III – "University Supervisor Informal Observation Record"

DIRECTIONS: *This form documents each of four (4) observations by your University Supervisor for GEL 6048 for collection and posting to Taskstream after each quad.*

Candidate Name: _____

Date of Visit: _____

District and School Site: _____

District/Site Supervisor Name: _____

What overall activities were observed or discussed during this visit?

_____

_____

_____

Describe activities the candidate is involved in that are consistent with the knowledge, skills, and dispositions he/she has been reflecting on:

_____

_____

_____

Please describe any strengths, concerns, or recommendations:

_____

_____

_____

Please list any suggestions for the candidate:

_____

_____

_____

Hours of reflection and supervision completed for THIS quad so far: _____

Total time of candidate reflection and intern supervision completed TO DATE: _____

Administrative Intern University Supervisor Name: _____

Administrative Intern University Supervisor Signature: _____

Administrative Intern Timeline

Deadline	Requirement	Source	Team Member	Submission
☐ **Before Quad 1**	**Intern Application Handbook Receipt** completed and signed by *PD and Credentialing	HB p. 4 & 22	*C Credentialing *PD	soeforms.edu
☐ **Week 1 of each quad**	Meet with *US to complete **The Plan: Part I:** *Outline of Planned Intern Supervision* & have signed by *SS, *C, & *US **Review next steps**	HB p. 5 - 8	*C *US *D/SS	Taskstream upon completion
☐ **Start 2nd Week of each Quad**	*C begins **Learning Log**, complete with the **Writing Prompt** by end of quad	HB p. 8 - 10	*C *US *D/SS	Taskstream in week 8 of each quad
☐ **After each of 4 *US informal observations, each quad**	*US completes ***Administrative Intern University Supervisor Informal Observation Record*** after each of 4 informal observations	HB p. 11 & 16	*US	Taskstream after each completion
☐ **End of Semester**	*US & *SS hold Final Evaluation Conference with candidate, complete **Final Evaluation of Professional Competencies** and **Final Evaluation Conference Record**	HB p. 12 - 15	*US *D/SS *C	Taskstream in final week of semester
*US - University Supervisor *D/SS - District/Site Supervisor *C - Candidate *PD - Program Director				

University & Site Supervisor Final Evaluation of Professional Competencies

Directions: The university and District/Site Supervisor must complete this final evaluation form before the scheduled Final Evaluation Triad Conference (the candidate should send this evaluation electronically before the completion of the intern experience).

Name of PLNU Candidate: _____

Name of District and Site of Internship Experience: _____

District/Site Supervisor Name: _____

Position: _____

Date of Experience Included in this Evaluation: _____

Tasks and projects assigned to the candidate: _____

_____

Please use the scale below to evaluate the candidate

4 – Very confident and shows exceptional skill or knowledge

3 – Confident and functions independently while seeking appropriate support

2 – Somewhat confident and able to perform competently with support provided

1 – Not confident or required close supervision

Circle the number that best describes your experience working with the candidate:

1. **Personal Characteristics**

   - Is sensitive to others   4   3   2   1

   - Presents a positive professional personal appearance   4   3   2   1

- Accepts others' values   4   3   2   1
- Is aware of own strengths and weaknesses   4   3   2   1
- Is open to growth and learning   4   3   2   1
- Conducts self in a professional manner   4   3   2   1
- Accepts and appreciates diverse cultures   4   3   2   1

2. Communication and Coordination

- Communicates with others   4   3   2   1
- Works cooperatively with others   4   3   2   1
- Conveys clearly information both orally and in written form   4   3   2   1

3. Professional Work Environment Skills

- Is aware of ethical standards and confidentiality   4   3   2   1
- Is aware of own personal and professional limitations   4   3   2   1
- Demonstrates respect for students   4   3   2   1
- Assumes leadership   4   3   2   1
- Maintains a professional demeanor   4   3   2   1

Summary Notes

Please describe the strengths of this candidate:

_____

_____

_____

Please describe any areas in which the candidate needs improvement:

_____

_____

_____

Has this evaluation been discussed with the candidate?   Yes _____ No _____

If yes, date evaluation was discussed: _____

General comments:

_____

_____

_____

Site Supervisor Signature: _____ Date: _____

University Supervisor Signature: _____ Date: _____

University Supervisor: *Please complete this final evaluation before the Final Evaluation Conference.*

District/Site Supervisor: *Please complete this final evaluation before the Final Evaluation Conference.*

Candidate*: Upload this final evaluation to Taskstream at the end of each semester.*

University & Site Supervisor Final Evaluation Conference Record

DIRECTIONS: Now that you have completed a semester of intern experience and your University and Site Supervisor have made a formal observation, it is time to have a Final Evaluation Conference with them.

1. The candidate must schedule a final Summary Conference with the University and Site Supervisor.

2. The candidate discusses knowledge, skills, and dispositions acquired during their experience using their written summary (template provided previously) of their knowledge, skills, and experience.

3. The University and Site Supervisor use the Final Evaluation Conference Record to discuss the candidate's strengths and areas for improvement.

4. The University & Site Supervisor sign this Final Evaluation Conference Record verifying the conference of the intern experience.

5. The candidate collects all forms either as a hard copy or digitally for eventual upload to Taskstream.

Candidate's Name: _____

Internship District and Site: _____

District/Site Supervisor Name: _____

District/Site Supervisor Role: _____

Total number of observations by Site Supervisor to date: _____

This Summary Conference covers this period of time:

From _____ **to** _____

Total amount of time in the internship to date:

From _____ **to** _____

REQUIRED SIGNATURES:

CANDIDATE _____ **DATE** _____

UNIVERSITY SUPERVISOR _____ **DATE** _____

DISTRICT/SITE SUPERVISOR _____ **DATE** _____

University Intern Supervisor Visitation/Observation Report

DIRECTIONS: This form documents each of the 4 visits by your University Supervisor for GEL6048 for collection and posting to Taskstream after the quad.

Candidate Name: _____

Date of Visit: _____

School Site: _____

District/Site Supervisor Name:

_____

What overall activities were observed or discussed during the visit?

_____

_____

Describe the activities the candidate is involved in that are consistent with the knowledge, skills, and dispositions he/she has been reflecting on:

_____

_____

Please describe any strengths, concerns, or recommendations:

_____

_____

Please list any suggestions for the candidate:

_____

_____

Hours of reflection and supervision completed for THIS quad so far:_____

Total hours of candidate reflection and intern supervision completed TO DATE: _____

University Intern Supervisor name: _____

University Intern Supervisor Signature: _____

Candidate Evaluation of Intern Experience

DIRECTIONS: Now that you are close to completing your internship experience (or at the end of your final quad of GEL 6048), it is time to evaluate your experience and collect all outstanding evaluation forms to upload to Taskstream.

Candidate Name: _____

District/Site Supervisor Name:

_____

Site Location: _____

Dates of Internship placement: from Sem/Quad/Year: _____ to Sem/Quad/Year: _____

Today's Date: _____

1. Please describe what was positive about this intern experience.

_____

_____

2. Please describe how this intern experience could have been more helpful in your overall development as an Educational Administrator.

_____

_____

3. Please list any recommendations you may have for improvement in the Intern Supervision model or Site Supervision provided to you.

_____

_____

_____   _____
Point Loma Nazarene Candidate Signature   **Date**

This concludes The Plan: Part III, "Intern Observation and Evaluations."
Please upload Part III <u>as one continuous document</u> in Taskstream and submit it to your University Intern Supervisor.

Professional Improvement Action Plan

<u>*DIRECTIONS*</u>*: The following process is ONLY required if an evaluation with your Site or University Supervisor resulted in significant concerns for improvement or if internship expectations were not met.*

The Point Loma Nazarene University School of Education faculty aims to provide the most qualified candidates. The internship experience is a rigorous program. Sometimes, a candidate struggles and needs extra support and specific help to improve. PLNU has established the following policy for situations where a candidate is struggling. Since PLNU is committed to maintaining quality standards throughout its admissions preparation program, the faculty and staff have established procedures to identify and assist a candidate who is not meeting with success.

Site Intervention Action Plan

If a University Supervisor or Site Supervisor is experiencing any sort of difficulty with a candidate, he/she should *immediately* share his/her concerns with the other Supervisor. The first level of intervention is implemented within the internship assignment . This site intervention requires a written action plan (with a designated time for the intervention) and plans for providing extra support.

Action Plan

The action plan specifically identifies the area(s) of concern and the methods for collecting performance evidence during the planned intervention. The action plan will be signed by the candidate, the Site Supervisor, and the University Supervisor. After the signed action plan is reviewed by the University Program Coordinator, a copy will be placed in the candidate's PLNU file.

Extra Support

A plan for providing extra support for the candidate during a site intervention may include (but is not limited to) –

- The candidate's written evidence of thorough and careful planning related to improvement in the area(s)of concern,
- additional observations by and conferences with the University Intern Supervisor,
- additional three-way conferences between the Site Supervisor, candidate, and University Intern Supervisor,
- reviewing and reflecting on performance evidence collected by the Site Supervisor and University Intern Supervisor.

After conferring with the Site Supervisor and other appropriate administrative personnel at the site and Program Coordinator (School of Education), the University Intern Supervisor will –

- meet with the candidate and Site Supervisor to identify and discuss the area(s) of concern,
- establish an action plan and a designated time in which to remediate identified areas,
- delineate the method of monitoring by the Site Supervisor and University Intern Supervisor, and
- review the written action plan with the Site Supervisor and the candidate and obtain their signature.

Professional Improvement Plan

The following action plan is to be put into effect on _____. Candidate progress on this plan will be reviewed by the University Intern Supervisor, Site Supervisor, and candidate each week to determine the amount of achievement toward the identified goals. Failure to make significant progress toward stated goals will result in modification or termination of the Intern's status as a student at the university, based upon the Administrative Intern University Supervisor's and/or Site Supervisor's recommendation. The candidate's continued employment is determined only by the school district/site.

A. Areas of Concern:
B. Specific Goals for Improvement - To be reviewed in two weeks on:

Signatures & Date Signed

Candidate: _____   **Date:** _____

Administrative Intern University Supervisor:_____

Site Supervisor: _____

Program Director: _____

Removal From Placement or Failure to Successfully Complete the Improvement Plan

In extreme circumstances, a candidate may be removed from the Administrative Intern Program and/or receive a failing grade if—

- areas of concern are not corrected within the time span identified in the action plan, and/or
- the host site or University Intern Supervisor recommends in writing that the candidate be removed from his/her status as an intern, or
- a Site Supervisor and University Intern Supervisor identify a candidate who needs supplemental academic, professional, and/or personal assistance to meet with success in the intern experience, or
- the candidate does not successfully complete the unit(s) of Intern Support.

If any of the above occurs, the *Program Director* and the *Administrative Intern University Supervisor* will meet to determine the next action. Based on the circumstances and the assessment of the candidate's potential for success, <u>one</u> of the following possibilities may occur.

The candidate will meet with the Program Director to outline an additional remediation plan.

The candidate will receive a grade of *no credit*, and the candidate may be dismissed from the program. The candidate may appeal in writing to the Dean of the School of Education within 48 hours.

Process for Appeals
If dismissal from the program becomes necessary, students may appeal once and one level higher than the body responsible for initial dismissal action; this appeal must be to the Dean of the School of Education for his/her designee.

Timeline for Appeals
If a student has reason to appeal the decision to dismiss, the appeal must be filed in writing and submitted to the Dean of the School of Education or his/her designate within 48 hours of notification of the dismissal.

Ombudsman
Students may request that an ombudsman assist and advise them while he/she is involved in the appeals process, as outlined.

If the appeal is granted, after successfully completing a specified remediation plan and one-unit course (GEL 6048) developed by the Program Director, the candidate repeats the Intern Supervision course in which a *no credit* grade was earned.

Candidate: Upload this Removal from Placement/Failure to Complete Improvement Plan to Taskstream signed by the US, SS, and Program Coordinator.

Administration Intern Program Policies and Procedures
Acknowledgement of Receipt

Candidate's Name: _____

Candidate's Signature: _____

Date: _____

Administrative Intern University Supervisor Name: _____

Administrative Intern University Supervisor Signature: _____

Date: _____

District/Site Supervisor Name: _____

District/Site Supervisor Signature: _____

Date: _____

School of Education

Administrative Intern Handbook

Acknowledgement of Receipt 2024-2025*

I have reviewed the handbook and accept and understand the mission of Point Loma Nazarene University and the Administrative Intern Program in the School of Education.

I agree to adhere to the School of Education's policies and procedures and will refer to them throughout my time as a candidate in the Administrative Intern Program at Point Loma Nazarene University.

I acknowledge that I must confer with my Student Success Advisor before making any changes to my original advising plan.

Yes, I give Point Loma Nazarene University permission to share my Point Loma email address with school districts who wish to contact me regarding potential job opportunities.
(*Please initial*) _____

_____
Signature of the Candidate

_____
Print Candidate Name

_____
Date

*This form will be retained in the candidate's file.