



School of Education



Administrative Intern Program Handbook

GEL 6048: Administrative Intern Support Seminar

2023-2024

School of Education

Point Loma Nazarene University

Table of Contents

Introduction	2
APPLICATION TO ENROLL IN ADMINISTRATIVE INTERN SUPPORT GEL 6048	4
The Plan: Part I – “Outline of Planned Intern Supervision”	5
PLAN APPROVAL SIGNATURES	7
The Plan: Part II – “Learning Log”	8
THE PLAN: PART III – “ADMINISTRATIVE INTERN UNIVERSITY SUPERVISOR VISITATION OBSERVATION RECORD”	11
SITE SUPERVISOR FINAL EVALUATION CONFERENCE RECORD	15
Professional Improvement Action Plan	19
Acknowledgement of Receipt	21

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*. Continuous enrollment in this course is required until completion of the Preliminary Administrative Credential. *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 Supervisors who make a minimum of four (4) site 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. Site Supervisor Final Evaluation
- c. 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 four (4) years of successful teaching on a valid California credential
- Have completed a minimum of six (6) units in the PLNU PASC program prior to recommendation for an administrative intern credential
- Have a GPA of 3.0 in the program and no grade lower than B
- Receive recommendation form the Program Director

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

FALL	SPRING	SUMMER
2023	2024	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 to be 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** prior to starting your intern experience, and secure signatures on the next page.

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

This quad course requires completion and submission of “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: _____

Site Supervisor’s Name: _____

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 with your Intern/Administrative Intern University Supervisor informal visits for each quad of the intern experience (at least 4 times per quad). This schedule will 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 your learning (template provided).
2. Continue working on Part II of the "The Plan" along the duration of each quad, remembering to discuss your reflection with your University Supervisor weekly.
3. Review Part III of this handbook and send to your 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 of 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 three categories: knowledge, skill, and dispositions. Please reflect on what knowledge, skills, and dispositions you are acquiring during this authentic learning time. This portion of the “The Plan” 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 in this internship experience.

Candidates should complete one learning log for each quad.

At the conclusion of each quad, the candidate will write a 1-page summary of the knowledge gained, skills and dispositions they reflected on to be shared along the way with the University Supervisor and at the Site Summary Field Experience Conference, using the template provided.

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 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 was an unexpected learning that you appreciate? What do you feel is still missing in your experience 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 as one continuous document in Task Stream and also submit directly to your Administrative University Intern Supervisor.

THE PLAN: PART III – “UNIVERSITY SUPERVISOR INFORMAL OBSERVATION RECORD”

DIRECTIONS: *This form documents each of four (4) visits by your University Supervisor for GEL 6048, for collection and posting to Taskstream at the conclusion of each quad.*

Candidate Name: _____

Date of Visit: _____

District and School Site: _____

Site Supervisor Name: _____

What overall activities were observed or discussed during this visit?

Describe activities the Candidate is involved in which 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 complete 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
<input type="checkbox"/> Prior to Quad 1	Intern Application Handbook Receipt completed and signed by *PD and Credentialing	HB p. 4 & 22	*C Credentialing *PD	soeforms.edu
<input type="checkbox"/> 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 *SS	Taskstream upon completion
<input type="checkbox"/> 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 *SS	Taskstream in week 8 of each quad
<input type="checkbox"/> 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
<input type="checkbox"/> 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 *SS *C	Taskstream in final week of semester

*US - University Supervisor *SS - Site Supervisor *C - Candidate *PD - Program Director

UNIVERSITY & SITE SUPERVISOR FINAL EVALUATION OF PROFESSIONAL COMPETENCIES

Directions: This FINAL evaluation form is to be completed by the University & Site Supervisor prior to the scheduled Final Evaluation triad Conference (the Candidate should send this evaluation to the university & site supervisor electronically prior to the completion of the intern experience).

Name of PLNU Candidate: _____

Name of District and Site of Internship Experience: _____

Site Supervisor Name: _____

Position: _____

Date of Experience Included in this Evaluation: _____

Tasks and projects assigned to 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 prior to the Final Evaluation Conference.*

Site Supervisor: *Please complete this final evaluation prior to 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 has 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 & Site Supervisor use the Final Evaluation Conference Record to discuss strengths and areas of improvement for the candidate.
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: _____

Site Supervisor Name: _____

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 internship to date:

From _____ to _____

REQUIRED SIGNATURES:

CANDIDATE _____ DATE _____

UNIVERSITY SUPERVISOR _____ DATE _____

SITE SUPERVISOR _____ DATE _____

CANDIDATE EVALUATION OF INTERN EXPERIENCE

***DIRECTIONS:** Now that you are close to completion of your intern 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 for upload to Taskstream.*

Candidate Name: _____

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 as one continuous document in Taskstream and submit to your University Intern Supervisor.

Professional Improvement Action Plan

DIRECTIONS: *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 goal of the Point Loma Nazarene University School of Education faculty is to provide the most qualified possible 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 in which 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 assignment of the internship. 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 of the action plan 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 of and reflection of performance evidence collected by 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 status as a student at the university, based upon the Administrative Intern University Supervisor’s and/or Site Supervisor’s recommendation. Continued employment of the candidate 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, one 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, 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 School of Education for his/her designee.

Timeline for Appeals

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

Ombudsman

Students may request an ombudsman to 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 the *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.

Acknowledgement of Receipt

Administration Intern Program Policies and Procedures

Administrative Intern University Supervisor: Please collect this page signed by each of the participants below for a total of 3 pages to be placed in the Candidate's file.

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 Candidate Handbook Acknowledgement of Receipt * 2023-2024

I have reviewed the Candidate Handbook and accept and understand the mission of Point Loma Nazarene University and the Administrative Services 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 the entire period that I am a candidate in the Administrative Services Intern program in the School of Education at Point Loma Nazarene University.

I acknowledge that I must confer with my advisor prior to 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.