POINT 1902 LOMA
NAZARENE UNIVERSITY

School of Education



# Administrative Intern Program Handbook

GEL 6048: PASC Intern Support Seminar

**2026-2027**
**School of Education**
**Point Loma Nazarene University**

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# Intern Eligibility

## 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.

As the recommending authority, PLNU School of Education is the final determiner of university intern eligibility and reserves the right to deny a candidate eligibility and admission into the intern program pathway, regardless of employment status.

## 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:

1. Bachelor's degree from an accredited school of higher education
2. Hold a valid, clear, level II, or life California teaching credential
3. Provide proof of five (5) years of successful teaching on a valid California credential
4. This is an offer of employment as an intern in a local school district, where PLNU has an intern MOU agreement on file; the intern may not displace a certificated employee.
5. A recommendation from PLNU for intern service

## PLNU Requirements

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

1. Completion of an intern eligibility application, including approval from the Associate Dean of Advanced Programs and the Program Director of Educational Administration
2. Current enrollment at PLNU
3. Registered for a minimum of six (6) units in the PLNU PASC program prior to recommendation for an administrative intern credential
4. 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 depend on 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. If an intern is not rehired by their district for the next school year, they must contact a credential analyst immediately to discuss their options. Failure to notify PLNU of any changes in employment will result in the revocation of the intern credential.

University interns must adhere to the following ongoing requirements:

1. Active enrollment in the PLNU credential program, including timely participation in the registration clearance and course enrollment process
2. Adherence to an intern program plan as developed with a student success advisor
3. Satisfactory academic progress throughout the internship (minimum 3.00 GPA and grades of B or better)
4. Adherence to all fieldwork requirements for university interns
5. Enrollment in GEL 6048 each Fall and Spring quad which provides the intern with a university support coach. Interns must earn a passing grade and comply with all attendance policies for this course.
6. Continuous employment in the school site/district for which the credential was issued with satisfactory performance reviews.
7. Demonstration of the Dispositions of Noble Character

Failure to maintain these requirements may result in the revocation of the university intern credential. PLNU retains the right to cancel the intern credential of any candidate who fails to meet these requirements, regardless of employment status.

# Levels of Intern Concern

Point Loma Nazarene University's School of Education takes seriously an intern candidate's inability to meet all intern requirements and make satisfactory progress toward the completion of their preliminary administrative services credential program. The School of Education works with intern candidates placed on intern warning or intern risk to remind them of intern requirements and connect them with School of Education staff for support. Policies concerning students on Intern warning or intern risk are administered by the School of Education.

## Intern Performance Expectations

1. Active enrollment in the PLNU credential program, including timely participation in the registration clearance and course enrollment process
2. Adherence to an intern academic plan as developed with a student success advisor, including first attempt completion of all planned courses.
3. Satisfactory academic progress throughout the duration of the internship (minimum 3.00 GPA and grades of B or better)
4. Adherence to all fieldwork requirements for university interns
5. While the candidate's school year with students is in session, enrollment in GEL 6048 each quad provides the intern with university support. Interns must earn a passing grade and comply with all attendance policies for this course.
6. Continuous employment in the school site/district for which the credential was issued, with satisfactory performance reviews.
7. Demonstration of the Dispositions of Noble Character
8. Consistent, timely, and professional communication with School of Education staff and faculty via their PLNU email only. Candidates are expected to check their PLNU email a minimum of once a week and respond to any emails requesting a response.
9. Demonstration of mastery of the California Administrator Performance Expectations and California Standards for the Teaching Profession

## Intern Warning

Intern candidates whose performance does not meet expectations are placed on intern warning. While not technically on intern risk, these intern candidates are under the strict supervision of the School of Education and may be required to repeat intern support courses and/or reduce their course load.

## Intern Risk

Intern candidates whose performance does not meet multiple expectations, fail a course, or fail to improve after being placed on intern warning are placed on intern risk. These candidates will meet with the appropriate staff and faculty to complete an intern improvement plan. Intern candidates on intern risk who fail to show improvement in meeting expectations may be dismissed from continuing as a university intern.

## Continuance on Intern Risk

Intern candidates who are on intern risk and show minimal improvement may be continued on intern risk at the discretion and supervision of the School of Education.

## Intern Dismissal

As the recommending and monitoring authority, PLNU School of Education reserves the sole discretion to dismiss an intern candidate from the university intern program at any time. Interns who are dismissed will receive a letter from the Assistant Director of Credentialing and Compliance describing the reason for the dismissal and the cancellation date of the university intern credential. The exact dismissal date is at the sole discretion of PLNU School of Education.

The following are reasons a candidate may be dismissed from the university intern program. This is not an exhaustive list and PLNU School of Education may take dismissal action for reasons not listed.

- Intern candidates whose performance does not meet expectations for two consecutive quads
- Intern candidates who violate the Community Expectations of the university, or the policies, rules, and/or regulations of the school site
- Intern candidates who are academically dismissed from PLNU.
- Intern candidates whose employment is terminated by their employer with cause
- Intern candidates who fail to notify PLNU of any changes in employment status.
- Intern candidates who fail to enroll for their required PLNU courses by the first day of the quad will no longer be actively enrolled and therefore ineligible to hold the university intern credential.

## Credential Program Completion After Intern Dismissal

Interns who are dismissed are not eligible to apply for readmission into the intern program and must complete their preliminary administrative services credential program as a traditional candidate.

Candidates will receive an updated academic plan reflecting their new status from their student success advisor. They will work with the clinical practice coordinator to receive a traditional classroom placement to complete their clinical practice hours.

## Process for Appeals

If dismissal from the program becomes necessary, candidates 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 or his/her designee.

## Timeline for Appeals

In the event a candidate 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 designee within 48 hours of notification of the dismissal.

## Ombudsman

Candidates 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, the candidate will be placed on a new improvement plan and complete any remediation required as a term of the granted appeal. Failure to meet the requirements of the improvement plan or terms of the granted appeal will result in the cancellation of the intern credential and permanent dismissal from the intern program.

# Intern Program Completion

## Requirements for Credentialing

Candidates should refer to the PASC Handbook for information regarding credential requirements.

Intern candidates are expected to complete and submit all preliminary credential requirements in a timely manner and to proactively seek a credential recommendation as soon as possible. Intern candidates are required to remain enrolled in intern support and continue meeting all intern requirements until they have completed their preliminary administrative services credential recommendation from the CTC and received the "CTC application received" email from the CTC.

## GED6094 and GED6095 Enrollment Policy

To maintain a university intern credential through PLNU, intern candidates must maintain active and current enrollment in their PLNU preliminary credential program. To maintain enrollment and keep the intern credential, Interns cannot take GED6094 and GED6095 or GED6098 and GED6099 to complete their Masters degree **until** they have completed their preliminary administrative services credential and are no longer an intern.

# 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 services 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, found below in this manual, are to include:

1. Application for Enrollment in GEL 6048: Administrative Intern Support

2. The Plan: Part I - Outline of Planned Supervision
    a. Planned Site/Zoom Visits
    b. Plan Approval Signatures

3. The Plan: Part II - Learning Log
    a. Knowledge, Skills, and Dispositions Chart
    b. Summary of Skills and Dispositions Chart

4. 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

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# Application to Enroll in Administrative Intern Support GEL 6048

Administrative interns must meet the following requirements:

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

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

| | | |
|---|---|---|
| **FALL 2026 QUAD 1** | **SPRING 2027 QUAD 1** | **SUMMER 2027 QUAD 1** |
| **FALL 2026 QUAD 2** | **SPRING 2027 QUAD 2** | **SUMMER 2027 QUAD 2** |

**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_____

☐ As an administrative intern, I have been APPROVED by the Educational Administration Program Director, Associate Dean, 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 the SOE's assessment system 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: _____**

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

## Planned Site Visits

*Directions: Now that you have an internship assignment, please* ***complete it 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 Administrative Intern university supervisor for each quad of the intern experience (at least four times per quad). This schedule must be submitted in the SOE's assessment system for each quad.*

| 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 SOE's assessment system and submit it directly to your university intern supervisor.***

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

1. Begin "The Plan Part II" when 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.

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# 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 tasks/projects you are assigned during this internship experience. Candidates should complete one learning log for each quad.

**After each quad, the candidate will write a one-page summary of the knowledge gained, skills, and dispositions they reflected on and use the template provided, to be shared with the University Supervisor and at the final site summary field experience meeting.**

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 as one continuous document in SOE's assessment system and submit it directly to your university intern supervisor.***

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## 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 SOE's assessment system 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. | Handbook pp. 4, 22 | Candidate, Credential Analyst, Program Director | soeforms@pointloma.edu |
| ☐ **Week 1 of each quad** | Meet with US to complete **The Plan: Part I: *Outline of Planned Intern Supervision*** & have it signed by candidate, SS, and US. **Review next steps.** | Handbook pp. 5-8 | Candidate, University Supervisor, District & Site Supervisor | SOE's assessment system upon completion |
| ☐ **Start 2nd Week of each quad** | Candidate begins the **Learning Log**, complete with the **Writing Prompt** by the end of the quad. | Handbook pp. 8-10 | Candidate, University Supervisor, District & Site Supervisor | SOE's assessment system in week 8 of each quad |
| ☐ **After each of (4) US* informal observations, each quad** | US completes the ***Administrative Intern University Supervisor Informal Observation Record*** after each of the 4 informal observations. | Handbook pp. 11, 16 | University Supervisor | SOE's assessment system after each completion |
| ☐ **End of Semester** | US and SS hold Final Evaluation Conference with the candidate, complete **Final Evaluation of Professional Competencies,** and **Final Evaluation Conference Record.** | Handbook pp. 12-15 | Candidate, University Supervisor, District & Site Supervisor | SOE's assessment system in the final week of the semester |

***Key:***
US: University Supervisor D/SS: District/Site Supervisor PD: Program Director

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## 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 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 information clearly 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 SOE's assessment system at the end of each semester.*

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## 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 and site supervisor sign this Final Evaluation Conference Record verifying the conference of the intern experience.
5. The candidate collects all forms as a hard copy or digitally for eventual upload to SOE's Assessment System.

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 time period:**
From _____ to _____

**Total amount of time in the internship to date:**
From _____ to _____

### *Required Signatures:*

Candidate**:** _____ Date: _____

University Supervisor: _____ Date: _____

District/Site Supervisor: _____ Date: _____

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**University Intern** **Supervisor**

## Visitation/Observation Report

*Directions: This form documents each of the four visits by your university supervisor for GEL6048 for collection and posting to SOE's assessment system 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 they have 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 SOE's assessment system.*

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 as one continuous document in SOE's assessment system and submit it 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 revealed 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 difficulty with a candidate, he/she should *immediately* share his/her concerns with the other supervisor. The first level of intervention is implemented as part of the internship assignment. This site intervention requires a written action plan (with a designated time) and plans for providing extra support.

## Action Plan

The action plan should explicitly identify the area(s) of concern and the methods for collecting performance evidence during the planned intervention. The candidate, the site supervisor, and the university supervisor will sign the action plan. After the university program director reviews the signed action plan, 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 not limited to):

1. the candidate's written evidence of thorough and careful planning related to improvement in the area(s) of concern,
2. additional observations by and conferences with the university intern supervisor,
3. additional three-way conferences between the site supervisor, candidate, and university intern supervisor, and/or
4. 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:

1. meet with the candidate and site supervisor to identify and discuss the area(s) of concern,
2. establish an action plan and a designated time in which to remediate identified areas,

3. delineate the method of monitoring by the site supervisor and the university intern supervisor, and
4. 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: _____

University Supervisor: _____ Date: _____

Site Supervisor: _____ Date: _____

Program Director: _____ Date: _____

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# 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:

1. areas of concern are not corrected within the time span identified in the action plan and/or
2. the host site or university intern supervisor recommends in writing that the candidate be removed from their status as an intern or
3. 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
4. the candidate has not successfully completed 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. One of the following possibilities may occur based on the circumstances and the assessment of the candidate's potential for success. The candidate will ***meet with the program director*** to outline an additional remediation plan. The candidate will receive a grade of ***no credit*** and may be dismissed from the program. Within 48 hours, the candidate may appeal to the dean of the School of Education in writing.

## Process for Appeals

If dismissal from the program becomes necessary, candidates 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 or their designee.

## Timeline for Appeals

If a candidate 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

Candidates may request that an ombudsman assist and advise them while involved in the appeals process, as outlined.

If the appeal is granted, after successfully completing a specified remediation plan and one-unit course (GEL6048) developed by the program director, the candidate repeats the iIntern supervision course in which a *no credit* grade was earned.

*Candidate: Upload this Removal from Placement/Failure to Complete Improvement Plan to SOE's assessment system signed by the US, SS, and program director.*

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# Administration Intern Program Policies and Procedures
# Acknowledgement of Receipt

*Administrative Intern University Supervisor: Please collect this page signed by each participant below, for three pages, to be saved to 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: _____

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# School of Education

## Administrative Intern Handbook

### Acknowledgment of Receipt 2026-2027*

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 as a candidate for the Administrative Intern Program at Point Loma Nazarene University.

I acknowledge that I must confer with my Student Success Advisor before changing my original advising plan.

I acknowledge that I must satisfactorily meet all Intern performance expectations in order to continue as a University Intern.

I acknowledge that, as the recommending and monitoring authority, PLNU School of Education reserves the sole discretion to dismiss an intern candidate from the university intern program at any time and determine the exact dismissal date.

I acknowledge that the University reserves the right, at its sole discretion and at any time, to amend, modify, revoke, or add to the policies, procedures, requirements, and other provisions outlined in this Handbook. Such changes are effective immediately upon publication, and candidates are responsible for reviewing and complying with all updated policies.

I give Point Loma Nazarene University permission to share general information regarding my progress toward completing my Preliminary Administrative Credential Program and Intern support requirements with the school district where I am employed as a University intern.

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*Signature of the Candidate*

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*Print Candidate Name*

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*Date*

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