

# **INSTRUCTIONS FOR APPLYING FOR ADMISSION TO EDAD 684 THE INTERNSHIP FOR SCHOOL ADMINISTRATORS**

## General Information

- This course is required for certification as a school principal or superintendent by the State Board of Educator Certification (SBEC) of the State of Texas.
- Completion of the application does not indicate your acceptance into the course.
- Students are expected to be within the last 12 hours of their certification program before registering for the internship in order to fully benefit from the experiences.

## Mentor Requirements

- You must have the agreement of a mentor who has certification in the area in which you are seeking certification who is willing to support your learning.
- Your mentor does not have to be working as a principal or superintendent but must have the certification. For example, an associate superintendent or assistant principal could be certified but not serving as the superintendent of a district or principal of a building.
- Your mentor should have the ability to involve you in activities in the area in which you are seeking certification, i.e. meetings, trainings, etc.

## Course Requirements

- This course is managed through WebCT. You will be expected to log-in on a regular basis.
- The intern is required to complete written activities centered around the SBEC standards for certification in the area they are requesting.
- The intern must log 144 hours of activities addressing the SBEC Standards.
- The intern must keep a weekly journal of his or her learnings in WebCT.
- The intern must complete a major project and 2 minor projects mutually agreed upon by the intern, the mentor, and the university supervisor.

## Directions for completing the application

- Please complete the form filling out completely with the information requested. Here is a link to the form, [http://eahr.tamu.edu/articles/graduate\\_forms](http://eahr.tamu.edu/articles/graduate_forms).
- When complete, e-mail the form to [vcollier@tamu.edu](mailto:vcollier@tamu.edu). You will receive a notice of confirmation from me within 2 days.
- If you are having technological difficulties, you may fax the form to Dr. Virginia Collier at (979) 337-9789.