

Internship Fall 2019 - Spring 2020

Our goal is to assist you in experiencing a high-quality internship!

Frequently Asked Questions: The following are questions asked from recent interns that may be of help to you in this process.

1. Why can't I register online for my D2L course?

It is likely you have a petition that prevents your registration of classes. Your application must be approved by the Educational Leadership Division before that petition is removed. The division must review your application for coursework plus the certification and experience of your site supervisor. Your site supervisor must be certified in the area of your internship.

2. If I completed my application, does that mean I am enrolled in the course?

No, your application must be reviewed and your site supervisor approved before you may enroll in the course. This typically only takes no more than two weeks. If you have questions, call Wendy Knutson at (605) 677-5260.

3. How many credits is the internship?

The internship is three credits spanning the school year. It is typically divided into two credits in the fall and one credit in the spring based on your application. Students who are accepting financial aid must register for three credits in the fall to be eligible for financial aid. Those students will receive an incomplete for the three credits until they complete the spring semester.

4. How many hours is the internship?

Your internship is a minimum of 180 hours over two semesters. The program you are in will dictate how those hours are accumulated.

5. What if I still have a course to complete?

You should have most of your coursework completed before you enroll in the internship. I suggest that if you just have one course remaining take the course during the spring semester due to the amount of work in the fall semester.

6. How do I find a site supervisor for my internship?

Your site supervisor is typically your current supervisor who may be your building principal or your superintendent. If you are currently a teacher, the supervisor should be your building principal. If you are a principal, it will be your superintendent. If you are completing an internship as a curriculum director, it will be your superintendent or a curriculum director in a nearby school district. If you are completing an internship as a superintendent, you will work with the current superintendent in your school district. This should be worked out with Dr. Messick's guidance. If you are completing an internship as a Special Ed Director, your supervisor may be your superintendent. Special circumstance should be communicated and implemented with the assistance of Dr. Messick. If you are already a practicing principal or superintendent, you should also contact Dr. Messick for direction. There are typically interns in the program each year who are practicing administrators while also completing an internship.

7. How do I approach my current supervisor to request the opportunity to be an intern under his/her supervision?

Always, make your request in person. Do not send an email. If you are a principal intern, you are required to have two site supervisors. Your first supervisor should be in your current building which may be either a secondary school or an elementary school. The building where you are located is listed first where you complete 120 hours of your internship and the second building listed will be where you complete 60 hours of your internship. If you are located in a K-8 or K-12 building, you will discuss your options with Dr. Messick. If you are interning as a superintendent, curriculum director, or special education director those hours are determined by your internship plan and must include shadowing experiences and diversity experience. All principal interns must complete two full days of shadowing a principal and a diversity experience of a minimum of four hours.

8. Do I need USD approval before I approach my current supervisor and request interning under his/her supervision?

No, however, your supervisor must be a currently practicing administrator in the position you are seeking. You will submit the supervisors credential information for approval before you may enroll in the internship.

9. What books do I need to purchase? Available at the USD bookstore

Martin, Gary E. *School Leader Internship: Developing, Monitoring, and Evaluating Your Leadership Experience*. Larchmont, NY: Eye on Education, 2016. Print. 4th Edition

Patterson, Kerry. *Crucial Conversations: Tools for Talking When Stakes Are High*. New York: McGraw-Hill, 2002. Print. ISBN 978-0-07-177132-0

White, Patricia Clark, Thomas R. Harvey, and Lawrence Kemper. *The Politically Intelligent Leader: Dealing with the Dilemmas of a High-stakes Educational Environment*. Lanham, MD: Rowman & Littlefield Education, 2007. Print. ISBN 978-1-57886-598-7

Additional books are required for specific programs and listed in the syllabus.

10. What if I can't locate a site supervisor in my area for my program?

Contact Dr. Messick, the Internship Director (605-370-8959), immediately. She will guide you toward acquiring an appropriate site supervisor.

11. What are the responsibilities of my site supervisor?

I have attached *Suggestions for Site Supervisor* for you as a guideline. The D2L course will provide additional information.

12. What are my responsibilities at the beginning of the Internship?

You will be able to access the D2L site as early as August 1st and possibly by mid-July. It is **strongly encouraged** that you attend the on-campus Orientation Session. We developed the Orientation

Session based on comments from previous interns, which highlight the importance of getting together to meet each other, ask questions, and gather suggestions. This is an excellent experience which trains you how to build your network of administrative support. During the orientation session, we will guide you through the development of your yearlong internship plan. Our goal is to have your internship plan completed by the end of the day. Recent interns will be available for assistance. Bring your laptop and a copy of the *School Leader Internship*, available at the USD online bookstore or Amazon. Previous interns found the day extremely helpful. You will work in groups with someone who has recently been through the internship experience.

Topics covered during the session include

- Suggestions for site supervisors (regular meeting times)
- Meeting with your site supervisor on a regular basis
- Confidentiality
- Developing, updating and implementing new policies
- Developing a Local Project (required)
- Evaluating Teachers and certified staff (Danielson)
- Discipline observation and practice (PK-12)
- Practice of administrative tasks vs. observation
- How to be assertive when requesting administrative tasks
- Scheduling a meeting with Dr. Messick and your primary site supervisor
- Leading professional development

13. What counts as hours towards my internship?

Is it possible to start tracking hours? Yes, however, the tasks must be administrative in nature and approved by Dr. Messick if they occur before August 1st. If you have a question call or text Dr. Messick. An example would be interviewing a teacher, conducting a professional development session for staff, preparing for the opening day of school, registration, working on the master schedule, conducting a Board Retreat (superintendents). I would strongly recommend that you attend the SASD the School Administrators of South Dakota conference, August 8th and 9th, in Sioux Falls, if you are in South Dakota or your state or regional administrator's conference held before the beginning of school. You may attend sessions about administration and write a specific reflection of a session for your journal. During this school year take advantage of professional development and ask your site supervisor to offer those opportunities. No more than 20 hours of routine supervision such as supervising lunch or extra-curricular events are permitted.

14. What if I am applying for a Special Education Director or Curriculum Director internship and there is not a director in my area?

Your superintendent may serve as your site supervisor. You will work with Dr. Messick to develop an internship plan to network with other area directors as well as significant interaction with the State Department of Education in your area.

15. What's the *Diversity Experience*?

The *Diversity Experience* is a requirement for all internships. You will spend at least 4 hours shadowing a school with a diverse population and comparing it to your current school. If you are located in a diverse school, you will shadow a school that is different from yours—culturally or regarding instructional design—to compare and contrast the two environments. The Diversity Experiences have been a highlight of previous interns. We offer a tour in the fall that includes Sioux Falls New Tech High School (a wall to wall project based learning high school) and Anne Sullivan elementary or Sotomayor Elementary (a Spanish Immersion School). If you have questions contact Dr. Messick (605)-370-8959.

16. What if I am in the Induction and Mentoring program?

If you don't know what Induction and Mentoring Program is you are not part of that program. If you are part of the program, you must complete the internship application and follow all of the guidelines for all interns. The difference is you may not register for the course until spring session due to the financial aid program. However, you will be added to the D2L course in August with all of the other interns and to fully participate during the fall semester. You should participate in the August 1st orientation on campus at USD.

17. Does my site supervisor evaluate my performance?

Yes, your site supervisor and your university internship director complete a final evaluation of your understanding and capability to apply the standards. You are also required to complete a pre-assessment and a final self-assessment at the end of the course.

18. How often does the University supervisor visit?

2-3 times: a combination of face to face in the fall and online depending on your distance from the university.

19. Who do I contact if I have other questions?

Please feel free to contact me, Dr. Messick at 605-370-8959. There will be approximately 60 interns. I will visit everyone's school which means many hours of "windshield time." I love to answer questions while I am driving across the vast prairie. I also understand you are working during the day and it is more convenient to call after school or on weekends.

Dr. Fred Aderhold will supervise the superintendent internships and Dr. Erin Lehmann will assist Dr. Messick with supervising interns located in the Rapid City area.