Dear Supervising Administrator,

Thank you for agreeing to supervise a candidate during his/her internship for the principal certificate. The candidate will be required to complete various activities and projects under your supervision. This experience will provide candidates an opportunity to apply theories and practices learned in the classroom to real life situations. Selected activities will require the intern to submit a plan of action, a completed document accompanied by the appropriate verification signatures, materials and outcomes addressing the stated competencies. Forms will be provided to record the activities and signatures of the supervising administrator and the university professor.

Candidates enrolled in Internship I are required to complete 10 approved activities. Candidates enrolled in Internship II are required to complete 7 activities and complete a comprehensive study of one of the activities selected in Internship I. Attached is a list of activities that address the competencies that candidates must master for principal certification. Candidates, with the approval of the supervising administrator, may select from this list or you may recommend additional activities which will strengthen the knowledge base of the candidate. Both the supervising administrator and the university supervisor will discuss whether the student has successfully demonstrated the attitudes attributes and abilities necessary for entry into the profession. The final decision, however, will remain with the university professor.

Educationally Yours,

University Supervisor

________________________________________________________________________
I agree to serve as administrative supervisor for ________________ enrolled in (Internship I, Internship II) during the (Fall, Spring, Summer) semester of __________.

Activities selected are: ____________________________________________________.

________________________________________________________________________
Supervising Administrator
Date

________________________________________________________________________
Intern
Date