



**Hunter College  
School of Education**

**ADSUP**

**Internship Handbook**

**Spring 2016**

# Hunter College of the City University of New York

## Administration Supervision Program

### Internship Handbook

#### Table of Contents

<b>Greetings.....</b>	<b>3</b>
<b>Requirements Overview.....</b>	<b>4</b>
Preparation Materials	
Ongoing Records	
Visitation	
On Line Seminars and Large Group Meetings	
<b>Grading.....</b>	<b>5</b>
All Aspects of the Requirements	
Site Supervisor's Intern Evaluation	
Evidence Collection E Portfolio of Contract Work - Digication	
<b>Graduation Requirements.....</b>	<b>5-6</b>
Exit Requirements	
Pre -Graduation Requirements	
Certification Requirements of New York State Education Department	
Post Graduation Requirements	
 <b>Appendix</b>	
Letter to the Site Administrator.....	7
Letter to the District Administrator.....	8
School Building Information Top Sheet.....	9
Log of Activities.....	10
Field Experience Weekly Reflection.....	11
Site Visit Feedback of Field Experiences.....	12
Site & District Supervisor's Intern Evaluation.....	13
Evaluation Criteria.....	14

Hunter College  
The City University of New York  
School of Education  
Department of Curriculum and Teaching  
Administration and Supervision Program

Dear ADSUP Intern,

Congratulations! You have completed the requirements of the ADSUP program that enable you to participate in the internship experience. The knowledge, skills and abilities that you have gained in your course work will serve you well as you put theory into practice in real school and district settings. The satisfactory completion of this experience will qualify you for New York State Certification as a School Building Leader (SBL) and as a School District Leader (SDL). Both certifications are goals of the program to provide you with the fullest opportunities for your future.

You will be asked to actively participate in a total of two hundred hours of activities in the administration and supervision of a school setting and district or out of school activities. Your personally designed contract will reflect your involvement in leadership activities aligned with national, New York State and New York City standards for administrators. Your internship will be supervised by licensed supervisors from your internship school and district setting and by a member of the Hunter College ADSUP faculty. These mentors will collaborate to provide guidance and opportunities to make your internship a full and rewarding experience.

You will be asked to document your experiences in the internship in several ways including the completion of weekly logs and thoughtful reflections. Samples of the work, which you conduct to complete your contract, will be presented in an E-portfolio evidence collection that demonstrates the quality and diversity of the leadership experiences you have had during the internship.

Scheduled seminars will provide you with the opportunity to dialogue and reflect with your colleagues about major topics, issues and processes that relate to the leadership of an educational environment.

The faculty of the Administration and Supervision Program at Hunter College recognizes the intensity of the work that you are undertaking. The key to success is the commitment to your leadership development. We will provide support for you throughout the experience. We have confidence in your ability to be successful and we wish you a rich, challenging and rewarding internship experience.

Sincerely,

The Faculty of the Administration and Supervision Program

Hunter College of the City University of New York     695 Park Avenue New York, NY 10065

## REQUIREMENTS OVERVIEW

*The forms, discussed below, are in the appendix of this handbook.*

**Preparation Materials** (All of these must be completed *before your internship may begin.*)

- Letters to site and district supervisors must be completed and signed.
- Complete the data requested on the top sheet, including travel directions.
- **Prepare your contract**, in consultation with your school and district supervisor, by stating the activities, projects and/or responsibilities that you will undertake related to the standards.
- Request approval of the contract you propose from the professor who serves as your Hunter College seminar leader and send the approved contract to your visiting faculty member.
- Note the internship grading criteria.

**Ongoing Records you are required to maintain and submit periodically throughout the semester:**

### Logs

- Each of the ten required logs are **submitted first to your faculty supervisor** for comment and grading and **then sent to the professor of the course**.
- The ten logs verify the actual time spent on specific activities, by standard and indicator.
- List the indicator under the standard (i.e. Standard 3.1) and then a statement about what was done (i.e. met with the group of teachers working on the scheduling problem to begin to form plans...) Two or three of your logs will need to combine two weeks. Note the weeks carefully.

### Reflections

- Interns are responsible for 5 reflections over the 15-week semester.
- Reflections should be sent to your **faculty supervisor for grading and then sent to the professor of the course**
- Each reflection is worth 2 point for a total of 10 points for the semester.
- It is important that reflections are sent periodically rather than all at once at the end.
- The thoughts and feelings being talked about in the reflection do not have to be exclusively about a standard. The reflection should typically discuss one event or situation rather than everything that happened during the week. The reflections discuss school and district based experiences that present particularly challenging situations that were learning experiences.

### Visitation

- Your ADSUP Faculty supervisor will make two visits to your school or district during *the semester* of the internship. During those visits, you will be expected to demonstrate some aspects of the activities, responsibilities and experiences you have identified in your contract. **The faculty supervisor will write the visit feedback, provide a grade out of 15 points, and send the feedback sheet to you, which you will submit to the course professor**
- One visit each semester should be devoted to demonstrating your skill in **Standard 5**.
- The other visit should demonstrate your skill in **Standard 6**.

### On-line Seminars and Large Group Meetings

- You are expected to actively involve yourself as a member of the whole group of interns by participating in on-line discussions with your seminar group as well as in large group sessions.

## GRADING

You will be graded on each aspect of the requirements during the semester of the internship. The Grade Report is included in the appendix.

### All Aspects Are Graded

### Site/District Supervisor Intern Evaluation

At the end of the internship experience, ask your school site supervisor and district supervisor to complete and sign your semester evaluation. **Be sure to submit this to your seminar leader prior to the last class.**

Note: Your final grade will be determined by considering the evaluations of your building and district supervisors, and Faculty Supervisor. The professor of the course will administer your final grade.

### Evidence Collection E-Portfolio or Digication, for 751.01 and .03

During the internship, you are required to prepare an E-portfolio of your own design or one on Digication of evidence that demonstrates the fieldwork you did during the internship based on the contract standards. The collection **should not include the names of individuals with whom you worked** or readings and handouts given to you throughout the program. It is a collection of samples **of your** work completed during the internship portion of the program and demonstrates the quality of your field-based activities. The evidence collection is a visual representation of your learning and readiness for a leadership position.

You will be asked to select one sample from your evidence collection that best represents your work during the internship, to present to your classmates during a seminar. Your faculty supervisor will review the evidence collection at a time that is mutually selected. Your evidence collection must be in E portfolio format. A rubric that presents the criteria for grading is presented in the appendix.

## GRADUATION REQUIREMENTS

### Exit Requirements

An “at standard” or “above standard” rating on your E-Portfolio Evidence Collection.

### Pre Graduation Requirements

Be sure that your graduation audit, available on the Hunter College website, has been completed and submitted to Educational services, in Room 1000 West during the first 30 days of the semester. Be sure to review your transcript to assure that all requirements have been met. Please use the following link for the DAAF - <http://www.hunter.cuny.edu/school-of-education/current-students/degree-audit/graduate-forms>. Print the DAAF from the School of Education web site and not the Registrar's. **Please note the two curriculum codes 303 and 304.**

Applying for graduation with the DAAF is not the same as signing up for commencement ceremony. There is a general HC Commencement Ceremony website (<http://www.hunter.cuny.edu/news/commencement/>). Follow the necessary procedures for attending the graduation ceremony. Be sure to order your cap and gown in a timely fashion from the Bookstore. Please advise the ADSUP Coordinator if you plan to attend the graduation ceremony.

## **CERTIFICATION REQUIREMENTS OF NEW YORK STATE EDUCATION DEPARTMENT**

You are also advised to apply for certification around the same time you apply for graduation. Go to:

<http://www.highered.nysed.gov/tcert/teach>

for instructions to apply for certification on-line. The codes are **28955 for SBL** and **28954 for SDL**.

Please be reminded that institutional recommendations are given once graduation is officially posted by the Office of the Registrar. This may happen well after the graduation date.

NYSED requires that an examination be passed for certification as both a building leader (SBL) and district leader (SDL). You can go on line to the SED site to find out about the dates of these examinations and registration information. You also need to register for both the SBL and SDL examinations. Passing the SDL exam is **required for graduation**.

Before the semester ends, and into the future, please be sure to submit any changes to your personal or professional information to Room 1025 West and the Registrars Office.

## **POST GRADUATION REQUIREMENTS**

The New York City Department of Education has its own licensure procedures. Upon your completion of the program, go to 65 Court Street to complete these. Please be sure to get your fingerprinting done again, and complete forms necessary for your new certification.

Hunter College  
The City University of New York  
School of Education  
Department of Curriculum and Teaching  
Administration and Supervision Program

Date: \_\_\_\_\_

Dear Site Supervisor:

This letter is to inform you that \_\_\_\_\_ will be enrolled in an internship program in Education Administration and Supervision at Hunter College during the next semester. Our students are required to complete 200 hours of administrative and supervisory experiences in their school and/or region under the direct supervision of a certificated school building leader and district leader.

We know that it is the day-to-day practical experiences that contribute immeasurably to the student's future employment as an administrator/supervisor. Your mentorship and guidance is invaluable.

Our student, your employee, has requested that you provide mentorship opportunities to him/her during this school year. We recognize that this requires time and resources on your part. Your signature is a commitment of support. Together, we can help develop the leadership potential of an individual who desires to lead our schools. Thank you for your participation with Hunter College in providing this opportunity for our student. If you have any further questions, please feel free to contact us at [adsup@hunter.cuny.edu](mailto:adsup@hunter.cuny.edu)

Sincerely,

Benjamin Shuldiner  
Coordinator  
ADSUP Program

Site Supervisor's Name (printed)\_\_\_\_\_

Site Supervisor's Signature\_\_\_\_\_

Contact information: \_\_\_\_\_

\_\_\_\_\_

Hunter College of the City University of New York      695 Park Avenue New York, NY 10065

Hunter College  
The City University of New York  
School of Education  
Department of Curriculum and Teaching  
Administration and Supervision Program

Date: \_\_\_\_\_

Dear District Supervisor:

This letter is to inform you that \_\_\_\_\_ will be enrolled in an internship program in Education Administration and Supervision at Hunter College during the next semester. Our students are required to complete 200 hours of administrative and supervisory experiences in their school and/or region under the direct supervision of a certificated school building leader and district leader.

We know that it is the day-to-day practical experiences that contribute immeasurably to the student's future employment as an administrator/supervisor. Your mentorship and guidance is invaluable.

Our student, your employee, has requested that you provide mentorship opportunities to him/her during this school year. We recognize that this requires time and resources on your part. Your signature is a commitment of support. Together, we can help develop the leadership potential of an individual who desires to lead our schools. Thank you for your participation with Hunter College in providing this opportunity for our student. If you have any further questions, please feel free to contact us at [adsup@hunter.cuny.edu](mailto:adsup@hunter.cuny.edu)

Sincerely,

Benjamin Shuldiner  
Coordinator  
ADSUP Program

District Supervisor's Name (printed) \_\_\_\_\_

District Supervisor's Signature \_\_\_\_\_

Contact information: \_\_\_\_\_

Hunter College of the City University of New York      695 Park Avenue New York, NY 10065



## School Building Information Top Sheet

*Intern's Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*Telephone* \_\_\_\_\_ (W) \_\_\_\_\_ (H)

*Cell* \_\_\_\_\_ *Fax* \_\_\_\_\_

*E-mail* \_\_\_\_\_

*School* \_\_\_\_\_

*Address* \_\_\_\_\_

\_\_\_\_\_

*Principal* \_\_\_\_\_

*Site Supervisor* \_\_\_\_\_

*Faculty Supervisor* \_\_\_\_\_

<b>Travel Directions via car</b>
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<b>Travel Directions via public transportation</b>
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## LOG OF ACTIVITIES

*Each of the ten required logs are submitted first to your faculty supervisor for comment and grading and then uploaded to the Grade Center*

*The ten logs verify the hours spent on working on each standard.*

*Two or three of your logs will need to combine two weeks. Note the weeks carefully.*

Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Week Hours (#): \_\_\_\_\_

Cumulative Hours (#): \_\_\_\_\_

Activities Reflected in Standards (# of daily hours):

### ***Hours of Participation***

<b><i>Statement of activities actually conducted. List the number of the indicator and a brief statement about what you did at this point for each standard you are reporting activities and hours</i></b>	M	T	W	TH	F
<b>Vision – Standard 1</b>					
<b>Instructional Leadership and Professional Growth – Standard 2</b>					
<b>Management and Organizational Leadership- Standard 3</b>					
<b>Parent – Community Involvement and Collaboration Standard 4</b>					
<b>Personal Characteristics and Behavior – Standard 5</b>					
<b>Political, Social, Economic, Legal and Cultural Context – Standard 6</b>					

Grade \_\_\_\_/0.5

## FIELD EXPERIENCE REFLECTIONS

*Five Field Experience Reflections are submitted first to your faculty supervisor for comment and grading and then uploaded to the Grade Center.*

**Name**\_\_\_\_\_ **Date**\_\_\_\_\_

**Faculty Supervisor** \_\_\_\_\_ **No. Submitted to Date**\_\_\_\_\_

**Discuss your reaction, your feelings, your thoughts and your learning in this circumstance.**

Grade \_\_\_\_/2.0

**Hunter College School of Education  
ADSP 751  
Site Visit Feedback of Internship Field Experience**

**Re: Site Visit Conducted on\_\_\_\_\_**

**On this field visit, I observed the following.**

**You demonstrated the following skills**

**The following was discussed during our debrief conference.**

**The following areas were highlighted for your continued development.**

**We have discussed this report.**

**Thank you for your continued hard work.**

**Sincerely,**

<p><b><i>Your overall rating for this site visit is ____/15 Please upload this document to Assignments Site visit 1 or 2</i></b></p>
--

***Field Experience in Administration and Supervision  
Site and District Supervisor's Intern Evaluation***

Date \_\_\_\_\_

Please rate the leadership candidate \_\_\_\_\_ based on the following criteria. Write a short evaluation of the student's caliber and readiness level. You will be asked to submit this evaluation two weeks prior to the end of the college semester. Thank you for your assistance and feedback.

Please rate this intern's experience with you based on a five-point scale,  
(5=outstanding, 4=excellent, 3=good, 2=below average, 1=unsatisfactory)

Site Supervisor	Rating	District Supervisor	Rating
Willingness to learn		Willingness to learn	
Ability to collaborate		Ability to collaborate	
Overall knowledge acquired in "standards" areas		Overall knowledge acquired in "standards" areas	
Time management		Time management	
Interpersonal/relationship skills		Interpersonal/relationship skills	
Understanding of "systems thinking"		Understanding of "systems thinking"	
Communication skills		Communication skills	
Knowledge of Instruction		Knowledge of Instruction	
Ability to deal with conflict		Ability to deal with conflict	

Overall Rating **E**= Excellent **S**=Satisfactory or **U**=Unsatisfactory

RATING \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

RATING \_\_\_\_\_

District Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please write comments in the space below	Please write comments in the space below



## **EVALUATION CRITERIA**

<b>Requirement</b>	<b>%</b>	<b>Grade</b>	<b>Submit by</b>	<b>Evaluated By</b>
<b>Contract Development</b>	0		9/15 or 2/15	Prof. of the course Faculty Supervisor
<b>Completion of all required and selected indicators for the six standards</b>	45		On going during the semester	Prof of the course
<b>Weekly Logs Weekly Reflections</b>	5 10		Minimum of 10 Minimum of 5	Faculty Supervisor
<b>Site Visit 1</b>	15		10/15 or 3/15	Faculty Supervisor
<b>Site Visit 2</b>	15		12/5 or 5/5	Faculty Supervisor
<b>Seminar Participation</b>	5		On going during the semester	Prof. of the course
<b>Site/District Supervisor Rating</b>	E/S/ U		12/15 or 5/15	Building/district supervisor Submit to Prof. of the course
<b>Evidence Collection E Portfolio</b>	5		12/15 5/19	Prof. of the course
<b>TOTAL</b>	100		12/20 or 5/20	All ratings must be submitted to the professor of the course

As a future administrator, you are expected to meet required deadlines. Punctuality in completing and turning in your work will be factored into the calculation of the final grade for this course.

Please forward a copy of the internship contract and the school/district profile, to both your field supervisor and the course instructor.

*Site and district Supervisors evaluation are critical to the final grade.*  
E/S/U – Excellent / Satisfactory / Unacceptable

**Faculty Supervisor's Signature:** \_\_\_\_\_

**Prof of the Course:** \_\_\_\_\_

**Final Grade:** \_\_\_\_\_ **Student is / is not recommended for graduation**

