

**FORM A | University – School District Internship Agreement**  
**INDIVIDUAL LETTER OF AGREEMENT**  
**WASHINGTON STATE UNIVERSITY**  
Department of Educational Leadership & Sport Management

**Student Information:**

Name of Intern / Student: [REDACTED] Current Position: [REDACTED]  
Home Address: [REDACTED]  
Phone Numbers: Work: [REDACTED] Cell: 509-[REDACTED] Home: [REDACTED]  
WSU Email: [REDACTED] Work Email: [REDACTED]  
Credential Seeking (Principal or Program Administrator): PROGRAM ADMIN

**District & Mentor Information:**

School District: [REDACTED] Superintendent: [REDACTED]  
Internship Site: [REDACTED] FOR C [REDACTED] 2 [REDACTED]  
Site Address (include city, state, zip): [REDACTED] W. [REDACTED] A [REDACTED] 99 [REDACTED]  
Mentor Supervisor: [REDACTED] Mentor Position: [REDACTED]  
Mentor Certificate # (Required): [REDACTED]  
Mentor Phone Number(s): [REDACTED] Mentor Email: [REDACTED]

**Purpose of the Internship:** The purpose of the internship is to provide practical experience in the duties and responsibilities of the principal / program administrator. The core of the internship experiences should align with the Washington State Standards and the skills defined in the Washington Administrative Code (WAC). It is expected that the intern will have opportunities to acquire knowledge, demonstrate skills, and solidify core values and beliefs in areas of management and leadership. The intern must complete a minimum of 540 hours of internship related activities that may include activities before and after the regular student school year.

**Responsibilities of School District Mentor:** Mentor responsibilities include supervision, guidance, and assistance to the intern in planning and implementing internship activities. It is expected that the intern will have an opportunity to experience most of the management and leadership responsibilities of the principal / program administrator. The mentor is expected to provide feedback and counsel to the intern on a regular basis and to help the intern understand the "why" and "how" of school / district events. The mentor is expected to periodically review with the intern the "Leadership Self-Assessment" and to certify the Intern has demonstrated evidence of meeting the Washington State Standards on the Final Assessment Form. It is expected that the mentor will include the intern in district meetings and activities and act as the intern's advocate, as appropriate. The mentor will communicate any concerns to the university liaison in a timely manner.

**Responsibilities of University Liaison:** The university liaison will provide oversight for the internship through communications and / or site visits with the intern and mentor. The university liaison will meet regularly with the intern to provide guidance and counseling as to the completion of the requirements of the internship, including the portfolio. The university liaison will recommend the intern for the appropriate certificate upon successful completion of the internship and other university / State of Washington requirements. The university liaison will communicate any concerns to the mentor in a timely manner.

**APPROVED BY (signatures required):**

District Mentor Supervisor: [REDACTED]	Date: <u>2.22.24</u>
Superintendent of Schools: [REDACTED]	Date: <u>2-24-24</u>
WSU Liaison (obtained by WSU): <u>Kathleen Cowin</u>	Date: <u>5-23-2024</u>

**STUDENT:** Obtain signatures from your District Mentor Supervisor and Superintendent, and then return this form to: Niamh O'Leary, WSU, Tri-Cities Graduate School Coordinator – Academic Support Staff:

[niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu)

**For Office Use:** Original to Student File (Certification Office) and copies to Intern, Mentor, and University Liaison