

EASTERN WASHINGTON UNIVERSITY - SCHOOL OF EDUCATION

PRINCIPAL INTERNSHIP INFORMATION

COURSE		Fall 1	Fall 2	Winter 1	Winter 2	Spring 1	Spring 2
EDUC 660	Principal Internship & Portfolio I	O					
EDUC 661	Principal Internship & Portfolio II		O				
EDUC 662	Principal Internship & Portfolio III			O			
EDUC 663	Principal Internship & Portfolio IV				O		
EDUC 664	Principal Internship & Portfolio V					O	
EDUC 665	Principal Internship & Portfolio VI						O

FAQ Principal Internship

- **Do the internships need to be taken in order?**
 - Yes - EDUC 660-665 must be taken in order.
- **Are there any prerequisites for the internships?**
 - No but you need to finish all the coursework before starting.
- **How do I set up my internship?**
 - You are responsible to set up your own internship and secure your own mentor. Most internships can be done in your current school. Start by identifying a mentor and asking if you can intern with them. You must follow your District's process to secure your internship. These tasks are typically done in January and February.
- **What do I need to do to start my internship?**
 - Internships can only start Fall 1. Must open and close a school year. You will need to submit your Application for Admission to Principal Internship by May 15th if starting a Fall internship. Once an application is submitted, then a District Approval Form will be emailed and will also need to be submitted. These forms must be approved by Eastern and received before you will be permitted to sign up for your first internship. The form found here: <https://inside.ewu.edu/educgrad/internships> Click on the Principal Certification Internship Information.
- **Who should I ask to be my mentor?**
 - Your mentor must be a certificated administrator with at least 3 years of experience to serve as a mentor.
- **What does my mentor need to know?**
 - Mentors will give interns a combination of leadership and management experiences, so interns get a realistic feel for the job based on the Washington State Standards Internship Year Reporting Document.
- **What does the internship look like?**
 - Students must complete 540 hours of internship of experiences/activities: 50% (270 hours) must be completed during the academic school year when students and/or staff are present. 50% (270) can be completed doing such activities as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, etc.
- **What happens if I miss the deadline for my internship?**
 - You will have to wait until the next year, when internship course is offered.